

PQSF 11.3.4b.1 v.4
2/27/09

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McCall Oil Terminal Safety Meeting of 7 / 11 / 01

Members Present: Charlie Finger, Lance Whitlock, Curt Francis, Dave Baugher

Old Business (in progress):

Diesel Rack area:

- At the railing (on the diesel rack) by spout 2, there is a bolted-on section of flat bar holding the handrail together. This needs to be fixed in a better manner. (12/00) (Due 8/8/01, maint.dept.)
- Some of the grab rails at the diesel rack need to be painted yellow. (11/00) (Due 8/8/01, operations)
- The height of the piping at the diesel rack for the high sulfur diesel bottom load needs to be changed. (1/01)

Marine Tank Farm Area:

- Tank 7's expansion joint is scheduled to be replaced with a new expansion joint and an offset pipe, lowering the new expansion joint to a level easier to clear. (12/00)
- Tank 7's main suction valve needs a larger, higher access platform. (1/01)
- Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

- Near Tank 2: A walkway is to be extended to provide access to the steam feed valves. (12/00)
- Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)
- Near Tank 9: A walkway over the piping that connects Tank 9 to the Tank 9 Rack Pump. (12/00)
- Near Tank 7: A walkway (or stairs) to provide access to the #263 and #271 valves. (12/00)
- Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)
- A platform for access to all of the valves on tank 10's pumps. (12/00)

Pipeline Shed / Truck Parking Lot

- Nothing this month.

Asphalt Rack Area:

- Piping from the blender pumps to the blender need low clearance signs. (5/01)
- Conduit behind the electrical shed needs low clearance signs. (5/01)
- Recently a driver at the asphalt rack left his truck unattended while it was loading on the non-scale side. He then went and pulled a sample at the spigot near the electrical shed. In the future, drivers are to be discouraged from leaving their trucks unattended during loading. If they need samples, the operators will have to provide the samples for them. (6/01)
- Curbing is planned to be installed between the asphalt rack and the lab, to channel asphalt spills toward the unpaved section of the parking lot (6/01)

Asphalt Tank Farm:

- A walkway needs to be built between tanks 26 & 27 (5/01)
- The area between tanks 20 & 21 is currently being worked on. Caution is recommended near this area. (5/01) This walkways are to be picked up, and the area be made safer to traverse. (Due 8/8/01, Maint.)
- The area behind tank 19 and the old CSS-1 tank has many trip hazards, and includes wiring sticking up through conduit in the ground. (5/01)
- The asphalt boiler room lacks adequate ventilation to be used as a work area. It has been suggested that a fan or something be installed. (7/01)

Rail Spur:

- The area around the eyewash at the rail spur needs to be kept clear (5/01)
- Lighting at spot 4 west is missing at the swivel joint. (1/01)
- The steam vent above the south sample draw at the rail spur should be changed so that it is contained. (5/01)
- The white plastic tubs at the acid car spot at the rail spur should be identified. G.W. will be contacted (5/01)

Misc.

-It has been suggested that items in the safety minutes be assigned to specific sections of the plants' personnel (i.e. operations, lab, maintenance, etc.) and that due dates also be assigned. (7/01)

Old Business (recently completed):

-The lights directly above the strainers at the rail spur were inoperative, and there was no light above spot 4-West.

-Spot 4-West (rail spur) collects water from the drum filling area of G.W. The solution may be to install strip drains in that area. G.W. appears to be working on this.

-Out of Service signs were needed for certain spouts, ramps and electrical boxes on the diesel rack if they are not removed. Progress has been made.

-An electrical outlet is located near the high-water level mark at the truck parking lot, by the pipeline shed. It has been shut off.

-The sample draw on the line behind tank 21 has been plugged.

-The light at the new CSS-1 spout (Tank 22) was out.

-The plank leaning against Tk 21 needed to be stowed properly.

-The water injection line going into the asphalt line behind Tk 20 has been disconnected and capped.

Suggestion Box:

-A walkway needs to be built between tanks 26 & 27. This has been addressed previously (5/01) and is still an ongoing concern. (7/01)

-A complaint was raised about driving vehicles through the asphalt rack lanes. People could get hit when stepping out of the scale house. We need a little more information on this complaint. Is it speeding? Is it the direction that the vehicles are traveling? Personal vehicles are likely to be much smaller and quieter than the asphalt trucks and therefore easier to overlook as someone exits the scalehouse, but what is the recommended solution? Should we post speed limits or make it one-way travel? Should we ban personal vehicles from the asphalt rack area, and should this apply to the company's maintenance vehicles as well? We are holding off on this complaint until more is known. (7/01)

-The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department before 8/8/01.

-Employees have been reported to be disregarding safety policies requiring eye protection, long sleeves, long pants and all-leather shoes around the asphalt loading rack. This matter will be forwarded to the company president for his consideration of the existing policy. (7/01)

Accidents/ Near-Misses:

-None this month.

New Business:

-Chemical / Acid vapor releases from the chemical company next door have decreased recently. Their new policy is to inform us at least 1 hour before they are going to be offloading a railcar.

Other Notes:

-None this month.

**Next Meeting : 8/ 8 / 01 at McCall Marine Terminal. 5480 NW Front Ave, Portland
Meet at bldg. 10 (11 am) for walkthrough of dock, marine tank farm, diesel rack.**

McCall Oil Terminal Safety Meeting of 8 / 8 / 01

Members Present: Charlie Finger, Lance Whitlock, Curt Francis, Dave Baugher

Old Business (in progress):

Diesel Rack area:

- At the railing (on the diesel rack) by spout 2, there is a bolted-on section of flat bar holding the handrail together. This needs to be fixed in a better manner. (12/00) (Due 8/8/01, maint.dept.)
- The height of the piping at the diesel rack for the high sulfur diesel bottom load needs to be changed. (1/01) It has been suggested that the piping be painted yellow for better visibility. (8/01)

Marine Tank Farm Area:

- Tank 7's expansion joint is scheduled to be replaced with a new expansion joint and an offset pipe, lowering the new expansion joint to a level easier to clear. (12/00)
- Tank 7's main suction valve needs a larger, higher access platform. (1/01)
- Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

- Near Tank 2: A walkway is to be extended to provide access to the steam feed valves. (12/00)
- Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)
- Near Tank 9: A walkway over the piping that connects Tank 9 to the Tank 9 Rack Pump. (12/00)
- Near Tank 7: A walkway (or stairs) to provide access to the #263 and #271 valves. (12/00)
- Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)
- A platform for access to all of the valves on tank 10's pumps. (12/00)

Pipeline Shed / Truck Parking Lot

- Nothing this month.

Asphalt Rack Area:

- Piping from the blender pumps to the blender need low clearance signs. (5/01)
- Conduit behind the electrical shed needs low clearance signs. (5/01)
- Recently a driver at the asphalt rack left his truck unattended while it was loading on the non-scale side. He then went and pulled a sample at the spigot near the electrical shed. In the future, drivers are to be discouraged from leaving their trucks unattended during loading. If they need samples, the operators will have to provide the samples for them. (6/01)
- Curbing is planned to be installed between the asphalt rack and the lab, to channel asphalt spills toward the unpaved section of the parking lot (6/01)

Asphalt Tank Farm:

- A walkway needs to be built between tanks 26 & 27 (5/01)
- The area between tanks 20 & 21 is currently being worked on. Caution is recommended near this area. (5/01) This walkways are to be picked up, and the area be made safer to traverse. (Due 8/8/01, Maint.)
- The area behind tank 19 and the old CSS-1 tank has many trip hazards, and includes wiring sticking up through conduit in the ground. (5/01)
- The asphalt boiler room lacks adequate ventilation to be used as a work area. It has been suggested that a fan or something be installed. (7/01)
- The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department.

Rail Spur:

- The area around the eyewash at the rail spur needs to be kept clear (5/01)
- Lighting at spot 4 west is missing at the swivel joint. (1/01)
- The steam vent above the south sample draw at the rail spur should be changed so that it is contained. (5/01)
- The white plastic tubs at the acid car spot at the rail spur should be identified. G.W. will be contacted (5/01)

Misc.

- It has been suggested that items in the safety minutes be assigned to specific sections of the plants' personnel (i.e. operations, lab, maintenance, etc.) and that due dates also be assigned. (7/01)

Old Business (recently completed):

- The grab rails at the diesel rack were painted yellow.

Suggestion Box:

- Meter #3 on the diesel rack is too low to be easily used. Those using the meter must crawl through the railing to use it. Committee Response: This will be investigated for cost and feasibility of fix.
- Walkways between tank 26 and 27 are non-existent. Committee Response: This is an ongoing project and has already been noted.
- Personal vehicles driving through the asphalt lanes could get damage by doors being opened. People could get hit walking out of the asphalt rack. Committee Response: Supervisors should talk with their employees about using their personal vehicles in the work areas. Visitors and guests should be briefed as necessary.

Accidents/ Near-Misses:

- None this month.

New Business:

- It is believed that the paint shed should be placarded to represent the nature of its' contents (8/01)
- There is no lighting inside the sample container at the asphalt rack. (8/01)
- The hose reel project is still ongoing. The proposed hose reel is believed to be too wide, as well as missing any form of brake.
- The electrical box at diesel rack spout #4 needs to be covered.

Other Notes:

- None this month.

Next Meeting: 9/ 12 / 01 at the Lighthouse restaurant, in Linnton

McCall Oil Terminal Safety Meeting of 9 / 12 / 01

Members Present: Charlie Finger, Lance Whitlock, Curt Francis, Dave Baugher

Old Business (in progress):

Marine Terminal Area:

- The paint shed needs to be placarded to represent the nature of it's contents (8/01)

Diesel Rack Area:

- The height of the piping at the diesel rack for the high sulfur diesel bottom load needs to be changed. (1/01) It has been suggested that the piping be painted yellow for better visibility. (8/01)
- Meter #3 on the diesel rack is too low to be easily used. Those using the meter must crawl through the railing to use it. This will be investigated for cost and feasibility of fix. (8/01)
- The electrical box at diesel rack spout #4 needs to be covered. (8/01)

Fuel Dock Area:

- The hose reel project is still ongoing. The proposed hose reel is believed to be too wide, as well as missing any form of brake. (8/01)

Marine Tank Farm Area:

- Tank 7's expansion joint is scheduled to be replaced with a new expansion joint and an offset pipe, lowering the new expansion joint to a level easier to clear. (12/00)
- Tank 7's main suction valve needs a larger, higher access platform. (1/01)
- Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

- Near Tank 2: A walkway is to be extended to provide access to the steam feed valves. (12/00)
- Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)
- Near Tank 9: A walkway over the piping that connects Tank 9 to the Tank 9 Rack Pump. (12/00)
- Near Tank 7: A walkway (or stairs) to provide access to the #263 and #271 valves. (12/00)
- Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)
- A platform for access to all of the valves on tank 10's pumps. (12/00)

Asphalt Rack Area:

- Piping from the blender pumps to the blender need low clearance signs. (5/01)
- Curbing is planned to be installed between the asphalt rack and the lab, to channel asphalt spills toward the unpaved section of the parking lot (6/01)
- There is no lighting inside the sample container at the asphalt rack. (8/01)

Asphalt Tank Farm:

- A walkway needs to be built between tanks 26 & 27 (5/01)
- The area behind tank 19 and the old CSS-1 tank has many trip hazards, and includes wiring sticking up through conduit in the ground. (5/01)
- The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department.

Rail Spur:

- Lighting at spot 4 west is missing at the swivel joint. (1/01)
- The steam vent above the south sample draw at the rail spur should be changed so that it is contained. (5/01)
- The white plastic tubs at the acid car spot at the rail spur should be identified. G.W. will be contacted (5/01)

Pipeline Shed / Truck Parking Lot

-Nothing this month.

Misc.

Old Business (recently completed):

- The railing (on the diesel rack) by spout 2, has been repaired.
- Conduit behind the electrical shed has been made safer to walk under. (Padded with insulation)
- The asphalt boiler room lacked adequate ventilation to be used as a work area. A fan has been provided.
- The area between tanks 20 & 21 was a construction area, with many trip hazards. The walkways were replaced and the area made safer to traverse.

Suggestion Box:

- The meter at (diesel rack) spout 3 needs to raise to a more acceptable level. Committee Response: This is an ongoing concern and the maintenance department is currently looking into it. (9/01)
- The light at the top of Tank 20's stairs cycles on and off constantly. The light at the top of Tank 21's stairs does the same. Committee Response: This has been noted and will be looked into. (9/01)

Accidents/ Near-Misses:

- A Cascade spreader truck was reported to have been speeding in and out of the asphalt rack, nearly striking a pedestrian. This matter has been discussed with his superiors.

New Business:

-None this month.

Other Notes:

-None this month.

Next Meeting: 10/ 10 / 01 at the Lighthouse restaurant, in Linnton

Next Walkthrough: 11/ 14/ 01 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 10 / 10 / 01

Members Present: Curt Francis, Charlie Finger, Lance Whitlock, Vance Stasna, Dave Baugher

Old Business (in progress):

Marine Terminal Area:

- The paint shed needs to be placarded to represent the nature of it's contents (8/01)

Diesel Rack Area:

- The height of the piping at the diesel rack for the high sulfur diesel bottom load needs to be changed. (1/01) It has been suggested that the piping be painted yellow for better visibility. (8/01)
- Meter #3 on the diesel rack is too low to be easily used. Those using the meter must crawl through the railing to use it. This will be investigated for cost and feasibility of fix. (8/01)
- The electrical box at diesel rack spout #4 needs to be covered. (8/01)

Fuel Dock Area:

- The hose reel project is still ongoing. The proposed hose reel is believed to be too wide, as well as missing any form of brake. (8/01)

Marine Tank Farm Area:

- Tank 7's expansion joint is scheduled to be replaced with a new expansion joint and an offset pipe, lowering the new expansion joint to a level easier to clear. (12/00)
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- Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)
- A platform for access to all of the valves on tank 10's pumps. (12/00)

Asphalt Rack Area:

- Piping from the blender pumps to the blender need low clearance signs. (5/01)
- Curbing is planned to be installed between the asphalt rack and the lab, to channel asphalt spills toward the unpaved section of the parking lot (6/01)

Asphalt Tank Farm:

- A walkway needs to be built between tanks 26 & 27 (5/01)
- The area behind tank 19 and the old CSS-1 tank has many trip hazards, and includes wiring sticking up through conduit in the ground. (5/01)
- The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department.

Rail Spur:

- Lighting at spot 4 west is missing at the swivel joint. (1/01)
- The steam vent above the south sample draw at the rail spur should be changed so that it is contained. (5/01)
- The white plastic tubs at the acid car spot at the rail spur should be identified. G.W. will be contacted (5/01)

Pipeline Shed / Truck Parking Lot

-Nothing this month.

Suggestion Box:

Empty this Month

Accidents/ Near-Misses:

None this Month

New Business:

-Hydraulic ramps at front end of asphalt rack fold in too closely, possibly hindering emergency exit.

Next Meeting: 11/ 14 / 01 at the Asphalt Rack

Next Walkthrough: 11/ 14/ 01 at the Asphalt Rack

McCall Oil Terminal Safety Meeting of 11 / 14 / 01

Members Present: Lance Whitlock, Curt Francis, Charlie Finger, Ron Brown

Suggestion box: Empty

Old Business:

Asphalt Rack Area:

- Piping from the blender pumps to the blender need low clearance signs. (5/01)
- Curbing is planned to be installed between the asphalt rack and the lab, to channel asphalt spills toward the unpaved section of the parking lot (6/01)

Asphalt Tank Farm:

- A walkway needs to be built between tanks 26 & 27 (5/01)
- The area behind tank 19 and the old CSS-1 tank has many trip hazards, and includes wiring sticking up through conduit in the ground. (5/01)
- The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department.

Rail Spur:

- Lighting at spot 4 west is missing at the swivel joint. (1/01)
- The steam vent above the south sample draw at the rail spur should be changed so that it is contained. (5/01)
- The white plastic tubs at the acid car spot at the rail spur should be identified. G.W. will be contacted (5/01)
- Spot 4-West (rail spur) collects water from the drum filling area of G.W. The solution may be to install strip drains in that area. (1/01) G.W. appears to be working on this. (5/01)

Marine Terminal Area:

- The paint shed needs to be placarded to represent the nature of it's contents (8/01)

Diesel Rack Area:

- The height of the piping at the diesel rack for the high sulfur diesel bottom load needs to be changed. (1/01) It has been suggested that the piping be painted yellow for better visibility. (8/01)
- Meter #3 on the diesel rack is too low to be easily used. Those using the meter must crawl through the railing to use it. This will be investigated for cost and feasibility of fix. (8/01)
- The electrical box at diesel rack spout #4 needs to be covered. (8/01)

Marine Tank Farm Area:

- Tank 7's expansion joint is scheduled to be replaced with a new expansion joint and an offset pipe, lowering the new expansion joint to a level easier to clear. (12/00)
- Tank 7's main suction valve needs a larger, higher access platform. (1/01)
- Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

- Near Tank 2: A walkway is to be extended to provide access to the steam feed valves. (12/00)
- Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)
- Near Tank 9: A walkway over the piping that connects Tank 9 to the Tank 9 Rack Pump. (12/00)
- Near Tank 7: A walkway (or stairs) to provide access to the #263 and #271 valves. (12/00)
- Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)
- A platform for access to all of the valves on tank 10's pumps. (12/00)

Fuel Dock Area:

-The hose reel project is still ongoing. The proposed hose reel is believed to be too wide, as well as missing any form of brake. (8/01)

Accidents/ Near-Misses:

- A tripping/ slipping accident was reported in the mud puddles near the asphalt rack
- A twisted ankle was reported near tank 4-B pump.

New Business:

-Injury Incident Reports are located near the safety Suggestion box in building 1. These are not for Workman's Compensation-type injuries. (11/01)

-Piping above the walkway behind tanks 26 and 27 needs low clearance marking (11/01)

Next Meeting: 11am on 12/ 12 / 01 at The Lighthouse, in Linnton

Next Walkthrough: 2/ 13/ 02 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 12 / 12 / 01

Members Present: Lance Whitlock, Curt Francis, Charlie Finger, Ron Brown

Suggestion box: Empty

Old Business:

Asphalt Rack Area:

- Piping from the blender pumps to the blender needs low clearance signs. (5/01)

Asphalt Tank Farm:

- A walkway needs to be built between tanks 26 & 27 (5/01)
- The area behind tank 19 and the old CSS-1 tank has many trip hazards, and includes wiring sticking up through conduit in the ground. (5/01)
- The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department.
- Piping above the walkway behind tanks 26 and 27 needs low clearance marking (11/01)

Rail Spur:

- Lighting at spot 4 west is missing at the swivel joint. (1/01) This is being worked on (12/01)
- The steam vent above the south sample draw at the rail spur should be changed so that it is contained. (5/01) This is being worked on (12/01)
- The white plastic tubs at the acid car spot at the rail spur should be identified. G.W. will be contacted (5/01).
- Spot 4-West (rail spur) collects water from the drum filling area of G.W. The solution may be to install strip drains or curbing in that area. (1/01) G.W. appears to be working on this. (5/01)

Marine Terminal Area:

Diesel Rack Area:

- The height of the piping at the diesel rack for the high sulfur diesel bottom load needs to be changed. (1/01) It has been suggested that the piping be painted yellow for better visibility. (8/01)
- The electrical box at diesel rack spout #4 needs to be covered. (8/01)

Marine Tank Farm Area:

- Tank 7's expansion joint is scheduled to be replaced with a new expansion joint and an offset pipe, lowering the new expansion joint to a level easier to clear. (12/00) The existing expansion joint will be retained and covered by a walkway (12/01)
- Tank 7's main suction valve needs a larger, higher access platform. (1/01) This is being worked on (12/01)
- Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

- Near Tank 2: A walkway is to be extended to provide access to the steam feed valves. (12/00)
- Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)
- Near Tank 9: A walkway over the piping that connects Tank 9 to the Tank 9 Rack Pump. (12/00)
- Near Tank 7: A walkway (or stairs) to provide access to the #263 and #271 valves. (12/00) This is being worked on (12/01)
- Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)
- A platform for access to all of the valves on tank 10's pumps. (12/00)

Fuel Dock Area:

Projects Cancelled/ On Hold

-Curbing is planned to be installed between the asphalt rack and the lab, to channel asphalt spills toward the unpaved section of the parking lot (6/01) This project is on hold.(12/01)

-The existing hose reel on the dock will be retained. It was going to be replaced with a hose reel that had a brake on it. This project has been cancelled.

Accidents/ Near-Misses:

-None reported this month

New Business:-

-Clogged sample spigots can cause the person taking samples to be sprayed with asphalt if the line is under pressure. The proposed solution is to provide small propane torches to heat the spigots (12/01)

**Next Meeting: 11am on 1/ 9 / 02 at the conference room,
McCall marine terminal, building #10**

Next Walkthrough: 2/ 13/ 02 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 01 / 09 / 02

Members Present: Ron Brown, Charlie Finger, Lance Whitlock, Curt Francis, Jim Charriere
Suggestion box: Empty

Old Business:

Asphalt Rack Area:

- Piping from the blender pumps to the blender needs low clearance signs. (5/01)

Asphalt Tank Farm:

- A walkway needs to be built between tanks 26 & 27 (5/01)
- The area behind tank 19 and the old CSS-1 tank has many trip hazards, and includes wiring sticking up through conduit in the ground. (5/01)
- The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)
- Piping above the walkway behind tanks 26 and 27 needs low clearance marking (11/01)

Rail Spur:

- The white plastic tubs at the acid car spot at the rail spur should be identified. Quadra will be contacted (5/01)
- Spot 4-West (rail spur) collects water from the drum filling area of Quadra. The solution may be to install strip drains or curbing in that area. (1/01) Quadra appears to be working on this. (5/01)

Diesel Rack Area:

- The height of the piping at the diesel rack for the high sulfur diesel bottom load needs to be changed. (1/01) It has been suggested that the piping be painted yellow or given low clearance signs for better visibility. (8/01)

Marine Tank Farm Area:

- Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

- Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)
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- Near Tank 7: A walkway (or stairs) to provide access to the #263 and #271 valves. (12/00) This is being worked on (12/01)
- Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)
- A platform for access to all of the valves on tank 10's pumps. (12/00)

Accidents/ Near-Misses:

- None reported this Month.

New Business:

- Labels for the boiler piping is on the way (1/02)
- All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown.
- 1st Aid and CPR refresher courses may be needed.

Next Meeting: 11am on 2/ 13 / 02 at Marine Terminal

Next Walkthrough: 2/ 13/ 02 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 02 / 13 / 02

Members Present: Ted McCall, Charlie Finger, Lance Whitlock, Curt Francis

Suggestion box: Empty

Old Business:

Asphalt Rack Area:

- Piping from the blender pumps to the blender needs low clearance signs. (5/01)

Asphalt Tank Farm:

- The area behind tank 19 and the old CSS-1 tank has many trip hazards, and includes wiring sticking up through conduit in the ground. (5/01)
- The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)
- Piping above the walkway behind tanks 26 and 27 needs low clearance marking (11/01)

Rail Spur:

- The white plastic tubs at the acid car spot at the rail spur should be identified. Quadra will be contacted (5/01)
- Spot 4-West (rail spur) collects water from the drum filling area of Quadra. The solution may be to install strip drains or curbing in that area. (1/01) Quadra appears to be working on this. (5/01)

Diesel Rack Area:

- The height of the piping at the diesel rack for the high sulfur diesel bottom load needs to be changed. (1/01) It has been suggested that the piping be painted yellow or given low clearance signs for better visibility. (8/01)

Marine Tank Farm Area:

- Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

- Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)
- Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)
- A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

- Labels for the boiler piping are on the way (1/02)
- All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)
- 1st Aid and CPR refresher courses may be needed. (01/02)

Accidents/ Near-Misses:

- The motor for the lab's air compressor blew up inside its container. The first person to respond to it made sure to turn off the breaker before investigating.

New Business:

- More dust masks may be needed. Also the supply of earplugs and safety glasses should be checked as well (1/02)

Next Meeting: 11:30 am on 3/ 13 / 02 at Marine Terminal

Next Walkthrough: 5/ 8/ 02 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 03 / 13 / 02

Members Present: Curt Francis, Charlie Finger, Lance Whitlock

Suggestion box: empty

Old Business:

Asphalt Rack Area:

-none

Asphalt Tank Farm:

-The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)

-Piping above the walkway behind tanks 26 and 27 needs low clearance marking (11/01)

Rail Spur:

-The white plastic tubs at the acid car spot at the rail spur should be identified. Quadra will be contacted (5/01)

-Spot 4-West (rail spur) collects water from the drum filling area of Quadra. The solution may be to install strip drains or curbing in that area. (1/01) Quadra appears to be working on this. (5/01)

Diesel Rack Area:

- none

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc:

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02)

Accidents/ Near-Misses:

-An acid spill was noted at the north end of the rail spur. Caution is recommended when working near this area, especially when spot #4 of the of the rail spur is flooded.

New Business:

-none.

Next Meeting: 11:30 am on 4/ 10 / 02 at Marine Terminal

Next Walkthrough: 5/ 8/ 02 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 04 / 10 / 02

Members Present: Ron Brown, Lance Whitlock, Charlie Finger, Curt Francis, Jim Charriere

Suggestion box: Empty

Old Business:

Asphalt Rack Area:

-none

Asphalt Tank Farm:

-The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)

Rail Spur:

-The white plastic tubs at the acid car spot at the rail spur should be identified. Quadra will be contacted (5/01)

-Spot 4-West (rail spur) collects water from the drum filling area of Quadra. The solution may be to install strip drains or curbing in that area. (1/01) This project is expected to be completed by the end of April. (4/02)

Diesel Rack Area:

- none

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02)

Accidents/ Near-Misses:

-Charlie Finger got exposed to another release of acid fumes from Quadra this month. An acid truck was discharging. (4/02)

New Business:

-High level alarms are to be cleaned and tested monthly (4/02)

Next Meeting: 11:30 am on 5/ 15 / 02 at the Asphalt Plant, meet at Bldg 1

Next Walkthrough: 5/ 15/ 02 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 05 / 15 / 02 (Walkthrough of Asphalt Plant)

Members Present: Lance Whitlock, Charlie Finger, Curt Francis, Ron Brown
Suggestion box: Empty

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-High level alarms are to be cleaned and tested monthly (4/02)

Accidents/ Near-Misses:

-None reported this month.

New Business:

-Eyewash stations need to be flushed out on a regular basis. This is scheduled to be on a monthly basis. (5/02)

Next Meeting: 11:30 am on 6/ 12 / 02 at the Asphalt Plant, Bldg.1

Next Walkthrough: 8/ 14/ 02 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 06 / 12 / 02 (Walkthrough of Asphalt Plant)

Members Present: Lance Whitlock, Charlie Finger, Curt Francis, Ron Brown
Suggestion box: Empty

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)

Rail Spur:

-None.

Diesel Rack Area:

- None.

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-High level alarms are to be cleaned and tested monthly (4/02)

-Eyewash stations need to be flushed out on a regular basis. This is scheduled to be on a monthly basis. (5/02)

Accidents/ Near-Misses:

-None reported this month.

New Business:

Next Meeting: 11:30 am on 7/ 18 / 02 at the Asphalt Plant, Bldg.1

Next Walkthrough: 8/ 14/ 02 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 07 / 18 / 02 (Walkthrough of Asphalt Plant)

Members Present: Lance Whitlock, Charlie Finger, Curt Francis, Ron Brown, Ted McCall
Suggestion box: Empty

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)

Rail Spur:

-None.

Diesel Rack Area:

- None.

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-High level alarms are to be cleaned and tested monthly (4/02)

-Eyewash stations need to be flushed out on a regular basis. This is scheduled to be on a monthly basis. (5/02)

Accidents/ Near-Misses:

-None reported this month.

New Business:

-Osha safety training videos are on the way. (7/02)

Next Meeting: 11:30 am on 8/ 14 / 02 at the Asphalt Plant, Bldg.1

Next Walkthrough: 8/ 14/ 02 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 08 / 14 / 02 - (Walkthrough of Asphalt Plant)

Members Present: Lance Whitlock, Charlie Finger, Curt Francis, Ted McCall
Suggestion box: Empty

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)

Rail Spur:

-None.

Diesel Rack Area:

- None.

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-High level alarms are to be cleaned and tested monthly (4/02)

-Eyewash stations need to be flushed out on a regular basis. This is scheduled to be on a monthly basis. (5/02)

-Osha safety training videos are on the way. (7/02)

Accidents/ Near-Misses:

-Charlie was struck by a ratchet while climbing down from the top of the boiler. He had been attaching cover plates on the main terminal boiler. (8/02)

New Business:

-All personnel working outside during this hot weather are encouraged to drink plenty of liquids to avoid dehydration or heat injuries. (8/02)

Piping from the acid car spot at the rail spur, going toward Quadra along the asphalt tank farm berm, seems to lack adequate support. (8/02)

Next Meeting: 11:30 am on 9/11 / 02 at the Marine Terminal Building (#10)

Next Walkthrough: 11/13 / 02 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 08 / 14 / 02 (Walkthrough of Asphalt Plant)

Members Present: Lance Whitlock, Charlie Finger, Curt Francis, Ted McCall

Suggestion box: Empty

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-The asphalt boiler's blowdown line has many holes and could cause burns if anyone is near the retaining wall while the boiler is being blown down. (7/01) This line is to be inspected by the maintenance department. This is planned to be shortened soon (1/02)

Rail Spur:

-None.

Diesel Rack Area:

- None.

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 4: A walkway is approved by the suction heater at the west side of Tank 4. (12/00)

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-High level alarms are to be cleaned and tested monthly (4/02)

-Eyewash stations need to be flushed out on a regular basis. This is scheduled to be on a monthly basis. (5/02)

-Osha safety training videos are on the way. (7/02)

Accidents/ Near-Misses:

-Charlie was struck by a ratchet while climbing down from the top of the boiler. He had been attaching cover plates on the main terminal boiler. (8/02)

New Business:

-All personnel working outside during this hot weather are encouraged to drink plenty of liquids to avoid dehydration or heat injuries. (8/02)

Piping from the acid car spot at the rail spur, going toward Quadra along the asphalt tank farm berm, seems to lack adequate support. (8/02)

Next Meeting: 11:30 am on 9/11 / 02 at the Marine Terminal Building (#10)

Next Walkthrough: 11/13 / 02 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 10 / 9 / 02

Members Present: Ron Brown, Curt Francis, Lance Whitlock
Suggestion box: None

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-None.

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-High level alarms are to be cleaned and tested monthly (4/02)

-Eyewash stations need to be flushed out on a regular basis. This is scheduled to be on a monthly basis. (5/02)

-Wet truck policy will be reviewed again (9/02)

Accidents/ Near-Misses:

-Charlie Finger strained his back Monday 10/7 working on pipe fittings, re-injuring it Wednesday 10/9 working on a spout.

New Business:

-Electricians are working on getting the lights in parking lot and alongside the dike. (10/02)

Next Meeting: 11:30 am on 11/ 13 / 02 at the Marine Terminal Building (#10)

Next Walkthrough: 11/ 13 / 02 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 11 / 13 / 02

Walkthrough: 11/ 13 / 02 at the Marine Terminal

Members Present: Jim Charriere, Ted McCall, Ron Brown, Lance Whitlock, Charlie Finger, Curt Francis
Suggestion box: Empty

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-None.

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-Walkways for the tank farms are an ongoing project. (5/00) A list of places in the marine terminal that need walkways was gone over during a walkthrough (12/00)

Proposed Walkways:

Near Tank 10: A platform for access to Tank 10's 4 frontal valves. (12/00)

A platform for access to all of the valves on tank 10's pumps. (12/00)

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-Wet truck policy will be reviewed again (9/02)

-Electricians are working on getting the lights in parking lot, alongside the dike and by tank 27. (10/02)

Accidents/ Near-Misses:

-None reported this month

New Business:

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Next Meeting: 11:30 A.M. on 12 / 11 / 02 at the Marine Terminal Building (#10)

Next Walkthrough: 2/ 12/ 2003 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 12 / 11 / 02

Members Present: Ron Brown, Lance Whitlock, Curt Francis, Charlie Finger
Suggestion box: Empty

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-None.

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-None.

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-Wet truck policy will be reviewed again (9/02)

-Electricians are working on fixing the lights in parking lot. (10/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

-None reported this month

New Business:

-None.

Next Meeting: 11:30 A.M. on 1 / 8 / 03 at the Marine Terminal Building (#10)

Next Walkthrough: 2/ 12/ 2003 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 1 / 10 / 03

Members Present: Ron Brown, Charlie Finger, Curt Francis, Lance Whitlock, Ted McCall
Suggestion box: 1 item- unsafe conditions report. (see accidents/near misses)

Old Business:

Asphalt Rack Area:

-None.

Asphalt Tank Farm:

-None.

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-None.

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-Wet truck policy will be reviewed again (9/02)

-Electricians are working on fixing the lights in parking lot. (10/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

-(1-7-03) While attempting to use the vise in the annex boiler room, Chris Jobe was carrying fittings and tripped over an unused product line that runs through the room. The employee nearly put his face into the vise, but got his arm up in time, injuring his arm instead. Possible solutions provided by the employee included building a raised platform or removing the piping.

Safety committee response: The workbench will most likely be moved to another area so that the vise can be used without tripping over piping. No piece of equipment that will be used frequently (like the vise) should be placed in the area with the piping.

New Business:

-The workbench in the annex boiler room will have to be moved to a location without tripping hazards. (1/03)

Next Meeting: 11:30 A.M. on 2 / 14 / 03 at the Marine Terminal Building (#10)

Next Walkthrough: 2/ 14/ 2003 at the Asphalt Plant

Asphalt plant Walkthrough

McCall Oil Terminal Safety Meeting of 2 / 14 / 03

Members Present: Ron Brown, Curt Francis, Charlie Finger

Suggestion box: 2 items.

- Item #1: The light at the north end of the separator cycles on and off
- Item #2: the Condensate return line at the rail spur (where it goes into the ground) blows steam and hot water, making it difficult and dangerous to take samples on the south pump. (See new business)

Old Business:

Asphalt Tank Farm:

- The workbench in the annex boiler room will have to be moved to a location without tripping hazards. (1/03)

Asphalt Rack Area:

- None.

Rail Spur:

- None.

Diesel Rack Area:

- None.

Marine Tank Farm Area:

- None.

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-Wet truck policy will be reviewed again (9/02)

-Electricians are working on fixing the lights in parking lot. (10/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

- None reported this month

New Business:

-Suggestion Box Item #2: the Condensate return line at the rail spur (where it goes into the ground) blows steam and hot water, making it difficult and dangerous to take samples on the south pump. Plans are already in place to re-route the piping. (2/03)

Next Meeting: 11:30 A.M. on 3 / 7 / 03 at the Marine Terminal Building (#10)

Next Walkthrough: 5 / 2003 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 3 / 7 / 03

Members Present: Charlie Finger, Curt Francis, Lance Whitlock
Suggestion box: Empty this month

Old Business:

Asphalt Tank Farm:

-The workbench in the annex boiler room will have to be moved to a location without tripping hazards. (1/03) The Vise on the workbench has been moved to a more accessible location on the bench, where it is easier to walk around or over the piping. (3/03)

Asphalt Rack Area:

-None.

Rail Spur:

-The Condensate return line at the rail spur (where it goes into the ground) blows steam and hot water, making it difficult and dangerous to take samples on the south pump. Plans are already in place to re-route the piping. (2/03)

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-None.

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-Wet truck policy will be reviewed again (9/02) Wet truck policy has been reviewed and is awaiting approval. (3/03)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

-None reported this month

New Business:

-It may be time to clean out the rail pit again, as the amount of oil and asphalt in it makes its difficult for workmen to move about in the rail pit. (3/03)

Next Meeting: 11:30 A.M. on 4 / 11 / 03 at the Marine Terminal Building (#10)

Next Walkthrough: 5 / 2003 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 4 / 11 / 03

Members Present: Charlie Finger, Lance Whitlock, Curt Francis
Suggestion box: Empty This Month

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

-None.

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-None.

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-Wet truck policy will be reviewed again (9/02) Wet truck policy has been reviewed and is awaiting approval. (3/03)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

-None reported this month.

New Business:

-Spout 8 (H.S. Diesel-bottom load) at the diesel rack has been repaired, preventing a slip hazard or possible contamination. (4/03)

-A short ladder should be available at the pipeline shed for gauging the dye totes. (4/03)

-There is a trip hazard behind Tank 2, consisting of a short piece of pipe sticking out of the ground where the product line comes out of the side of the tank nearest the berm. (4/03)

Next Meeting: 11:30 A.M. on 5 / 9 / 03 at the Marine Terminal Building (#10)

Next Walkthrough: 5 / 2003 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 5 / 9 / 03 (Marine Terminal Walkthrough)

Members Present: Ron Brown, Charlie Finger, Lance Whitlock, Curt Francis
Suggestion box: Empty

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

-None.

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-A short ladder should be available at the pipeline shed for gauging the dye totes. (4/03) An piece of walkway no longer in service might be adapted for this use. (5/03)

Misc:

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-Wet truck policy will be reviewed again (9/02) Wet truck policy has been reviewed and is awaiting approval. (3/03)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

-None reported this month

New Business:

-None.

Next Meeting: 11:30 A.M. on 6 / 13 / 03 at the Marine Terminal Building (#10)

Next Walkthrough: 9 / 2003 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 6 / 13 / 03 (Marine Terminal Walkthrough)

Members Present: Ron Brown, Charlie Finger, Curt Francis

Suggestion box: Empty

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

-Wet truck policy has been posted.

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-A piece of walkway has been adapted for use at the pipeline shed. Gauging the dye totes should be easier. (6/03)

Misc:

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

New Business:

-A number of drivers have been smoking in the non-smoking areas. These drivers will have to be made aware of the non-smoking policies. (6/03)

-Many new drivers/ driver trainees will be loading at the asphalt rack. These drivers will need to be supervised. (6/03)

Next Meeting: 11:30 A.M. on 7 / 11 / 03 at the Marine Terminal Building (#10)

Next Walkthrough: 9 / 2003 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 7 / 11 / 03 (Marine Terminal Walkthrough)

Members Present: Ron Brown, Charlie Finger, Curt Francis
Suggestion box: Empty

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

-A number of drivers have been smoking in the non-smoking areas. These drivers will have to be made aware of the non-smoking policies. (6/03)

-Many new drivers/ driver trainees will be loading at the asphalt rack. These drivers will need to be supervised. (6/03)

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-A piece of walkway has been adapted for use at the pipeline shed. Gauging the dye totes should be easier. (6/03)

Misc:

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

New Business:

-When drivers at the rack violate safety policies, non-compliance violation forms need to be filled out and turned in.

Next Meeting: 11:30 A.M. on 8 / 14 / 03 (Thursday) at the Asphalt Plant Operations Office (Building #1)

Next Walkthrough: 9 / 2003 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 8 / 14 / 03

Members Present: Brad Purkapile, Craig Deardorf, Charlie Finger, Curt Francis, Lance Whitlock
Suggestion box: Empty

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

-A number of drivers have been smoking in the non-smoking areas. These drivers will have to be made aware of the non-smoking policies. (6/03)

-Many new drivers/ driver trainees will be loading at the asphalt rack. These drivers will need to be supervised. (6/03)

-When drivers at the rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

Rail Spur:

-None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-None.

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

-Chris Jobe was burnt on the leg at the rail spur by a hose that unexpectedly expelled hot condensate water while he was hooking up a railcar. Protective sleeves have been ordered (8/03)

New Business:

-None.

Next Meeting: 11:30 A.M. on 9 / 11 / 03 (Thursday) at the Asphalt Plant Operations Office (Building #1)

Next Walkthrough: 9 / 2003 at the Asphalt Plant

McCall Oil Terminal Safety Meeting of 9 / 11 / 03
Asphalt Plant Walkthrough

Members Present: Curt Francis, Charlie Finger, Lance Whitlock
Suggestion box: 1 item-see steam valve note in new business section

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

-A number of drivers have been smoking in the non-smoking areas. These drivers will have to be made aware of the non-smoking policies. (6/03)

-Inexperienced drivers/ driver trainees loading at the asphalt rack will need to be supervised. (6/03)

-When drivers at the rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

Rail Spur:

-None

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-None.

Misc:

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

Accidents/ Near-Misses:

-Craig had an incident at the rail spur. A propane torch he was using leaked propane until the torch ignited the leaking gas and flashed back. Caution is advised whenever using these torches, as the fittings may leak. (9/03)

-Pat was nearly struck by two vehicles that were driving through the pump-off lane of the asphalt rack. The drivers of these vehicles have been warned not to do this again. (9/03)

New Business:

-Leaking steam valves at the rail spur need to be repaired or replaced. This is already being worked on (9/03)

-We must try to minimize (or prevent) rainwater getting into the sample cans when taking samples in the rain. This prevents contamination of the samples and prevents the samples from spattering when heated (9/03)

Next Meeting: 11:30 A.M. on 10 / 9 / 03 (Thursday) at the Asphalt Plant Operations Office (Building (#1))

Next Walkthrough: 12 / 2003 at the Marine Terminal

McCall Oil Terminal Safety Meeting of 12/ 11 / 03

Members Present: Curt Francis, Charlie Finger, Lance Whitlock,
Suggestion box: Empty this month

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

-A number of drivers have been smoking in the non-smoking areas. These drivers will have to be made aware of the non-smoking policies. (6/03)

-Inexperienced drivers/ driver trainees loading at the asphalt rack will need to be supervised. (6/03)

-When drivers at the rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

Rail Spur:

-Leaking steam valves at the rail spur need to be repaired or replaced. This is already being worked on (9/03)

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-None.

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

-We must try to minimize (or prevent) rainwater getting into the sample cans when taking samples in the rain. This prevents contamination of the samples and prevents the samples from spattering when heated (9/03) The sample draws at the asphalt rack have been modified to reduce the amount of rainwater that can get in (11/03)

-New employees will receive training about valve lineups whenever possible (11/03)

Accidents/ Near-Misses:

-None reported this month.

New Business:

-None reported this month.

Next Meeting: 11:30 A.M. on 1 / 8 / 03 (Thursday) at the Asphalt Plant Operations Office (Building #1)

Next Walkthrough: 3 / 2004 at the Asphalt Terminal

McCall Oil Terminal Safety Meeting of 2/19/04

Members Present: *RON BROWN, Charlie Finger, CURT FRANCIS, Greg Lathrop, PAT TURPIN*
Suggestion box: *Empty*

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

-A number of drivers have been smoking in the non-smoking areas. These drivers will have to be made aware of the non-smoking policies. (6/03)

-Inexperienced drivers/ driver trainees loading at the asphalt rack will need to be supervised. (6/03)

-When drivers at the rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

Rail Spur:

- None.

Diesel Rack Area:

-None.

Marine Tank Farm Area:

-None.

Misc.

-All injuries need to be reported immediately, whether they are Time-Loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)

-1st Aid and CPR refresher courses may be needed. (01/02) Some employees have already taken these classes, others will be scheduled. (7/02)

-All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)

-We must try to minimize (or prevent) rainwater getting into the sample cans when taking samples in the rain. This prevents contamination of the samples and prevents the samples from spattering when heated (9/03) The sample draws at the asphalt rack have been modified to reduce the amount of rainwater that can get in (11/03)

-New employees will receive training about valve lineups whenever possible (11/03)

Accidents/ Near-Misses:

- None reported this month.

New Business:

-None reported this month.

Next Meeting: 11:30 A.M. on 3 / 4 / 04 (Thursday) at the Asphalt Plant Operations Office (Building #1)

Next Walkthrough: 3 / 2004 at the Asphalt Terminal

McCall Oil Terminal Safety Meeting 8/ 12/ 04

Members Present: Curt Francis, Charlie Finger, Pat Turpen, Ron Eaton, Ron Brown
Suggestion Box: None this month

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

- Inexperienced drivers/ driver trainees loading at the asphalt rack will need to be supervised. (6/03)
- Drivers are not allowed to leave the asphalt rack while their trucks are loading. (8/04)
- When drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- Re-used sample boxes may need to be reinforced. (1/04)

Rail Spur:

- More lighting is going to be installed at the rail spur. (8/04)
- The south steam box has a leaking steam coil. Someone opening the box can get a faceful of steam. The coil should be repaired.

Diesel Rack Area:

-None.

Marine Tank Farm:

-None.

Misc./ Ongoing:

- All injuries need to be reported immediately, whether they are time-loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)
- All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)
- A number of random vehicles entering the facility are going to be searched in accordance with marine security guidelines set by the Coast Guard. (7/04)
- We must try to minimize or prevent rainwater from getting into the sample cans when taking samples in the rain. This prevents contamination of the samples and prevents the samples from spattering (burning lab personnel) when heated. (9/03)
- A new account might be set up at St. Johns Vision Clinic for safety glasses soon (5/04)
- Aluminum belly cap fittings at the rail spur are being over-tightened, cutting the gaskets. Some of the aluminum fittings could crack, causing a release. (5/04)

Accidents/ Near Misses:

- on 8/12/04 a driver on the scale side of the rack gave the wrong set points to the loader, causing an overflow onto the scale. The driver did not shut off the product flow, so the flow only shut off when the truck and the spill reached the weight of the setpoint. Evidently the driver was not paying attention to the loading process. (8/04)

New Business:

- Tools are going to need to be either put away or staged in the proper areas for emergency use. Exceptions would be when a tool needs to either soak in the diesel drum or lay in the reclaimer to be cleaned. (8/04)
- Drivers are not allowed to leave the asphalt rack while their trucks are loading. (8/04)
- More lighting is going to be installed at the rail spur. (8/04)

Next Meeting: 11:30 A.M on 9 / 9 / 04 (Thurs.) at the Asphalt Plant Operations Office (Building #1)

Next Walkthrough: 12 / 2004 at the Asphalt Plant

McCall Oil Terminal Safety Meeting 12/ 04

Members Present: Curt Francis, Charlie Finger, Pat Turpen, Craig Deardorff

Suggestion Box: None this month

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

- Inexperienced drivers/ driver trainees loading at the asphalt rack will need to be supervised. (6/03)
- Drivers are not allowed to leave the asphalt rack while their trucks are loading. (8/04)
- When drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- Re-used sample boxes may need to be reinforced. (1/04)
- Tools are going to need to be either put away or staged in the proper areas for emergency use. (8/04)
- Drivers are not allowed to leave the asphalt rack while their trucks are loading. (8/04)

Rail Spur:

- More lighting is going to be installed at the rail spur. (8/04)
- The south steam box has a leaking steam coil. Someone opening the box can get a faceful of steam. The coil should be repaired.
- More lighting is going to be installed at the rail spur. (8/04)

Diesel Rack Area:

-None.

Marine Tank Farm:

-None.

Misc./ Ongoing:

- All injuries need to be reported immediately, whether they are time-loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)
- All visitors must sign in. Strangers at the plant need to be stopped and identified. (11/02)
- A number of random vehicles entering the facility are going to be searched in accordance with marine security guidelines set by the Coast Guard. (7/04)
- We must try to minimize or prevent rainwater from getting into the sample cans when taking samples in the rain. This prevents contamination of the samples and prevents the samples from spattering (burning lab personnel) when heated. (9/03)
- A new account might be set up at St. Johns Vision Clinic for safety glasses soon (5/04)
- Aluminum belly cap fittings at the rail spur are being over-tightened, cutting the gaskets. Some of the aluminum fittings could crack, causing a release. (5/04)

Accidents/ Near Misses:

-None Reported this Month

New Business:

-None This month

Next Meeting: 11:30 A.M on 1 / 14/ 05 (Fri.) at the Asphalt Plant Operations Office (Building #1)

Next Walkthrough: 3 / 2005 at the Marine Terminal

2/18/05

McCall Oil Terminal Safety Meeting 1/21/05

Members Present: Curt Francis, Charlie Finger, Ron Brown, Lance Whitlock, Ted McCall

Suggestion Box: None this month *None*

PAT-Submitted

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

- Inexperienced drivers/ driver trainees loading at the asphalt rack will need to be supervised. (6/03)
- Drivers are not allowed to leave the asphalt rack while their trucks are loading. (8/04)
- When drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- Tools are going to need to be either put away or staged in the proper areas for emergency use. (8/04)
- Drivers are not allowed to leave the asphalt rack while their trucks are loading. (8/04)

Rail Spur:

- The south steam box has a leaking steam coil. Someone opening the box can get a faceful of steam. The coil should be repaired. (12/04) This Box is being ventilated in the meantime. (1/05)

*Better
Sam S. later
date*

Diesel Rack Area:

-None.

Marine Tank Farm:

-None.

Misc./ Ongoing:

- All injuries need to be reported immediately, whether they are time-loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)
- We must try to minimize or prevent rainwater from getting into the sample cans when taking samples in the rain. This prevents contamination of the samples and prevents the samples from spattering (burning lab personnel) when heated. (9/03)
- An account has been set up at St. Johns Vision Clinic for safety glasses (1/05)
- Aluminum belly cap fittings at the rail spur are being over-tightened, cutting the gaskets. Some of the aluminum fittings could crack, causing a release. (5/04)

Accidents/ Near Misses:

- Chris Jobe stepped off a railcar at 1102-1, stumbled over some steam hoses and sprained his knee. Not a lost-time injury. In the future, climbing down from a railcar should be done from the side of the car that faces away from the center of the spur. (1/05)
- Brad Purkapile injured his ear working under a railcar. Small cut. Not a lost-time injury. (1/05)

New Business:

- A safety curtain has been installed at rail spot 1102-4 to separate the acid car from personnel working in the immediate area. Clips to secure the curtain have been ordered. (1/05)
- A new tank farm inspection sheet is being used. (1/05)
- Slip hazard. Mud accumulates near scalehouse at asphalt rack. (1/05)
- Training has been planned in the following: Confined Spaces, Lockout-Tagout, CPR/First Aid (1/05)

Next Meeting: 11:30 A.M on 2 / 18/ 05 (Fri.) at the Asphalt Plant Operations Office (Building #1)

Next Walkthrough: 3 / 2005 at the Marine Terminal

McCall Oil Terminal Safety Meeting 2/ 18 /05

Members Present: Curt Francis, Charlie Finger, Ron Brown, Lance Whitlock, Ted McCall
Suggestion Box: None this month

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

- Inexperienced drivers/ driver trainees loading at the asphalt rack will need to be supervised.(6/03)
- When drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- Tools are going to need to be either put away or staged in the proper areas for emergency use. (8/04)
- Drivers are not allowed to leave the asphalt rack while their trucks are loading. (8/04)
- Slip hazard. Mud accumulates near scalehouse at asphalt rack. (1/05)

Rail Spur:

- The south steam box has a leaking steam coil. Someone opening the box can get a faceful of steam. The coil should be repaired. (12/04) This Box is being ventilated in the meantime. (1/05)
- A safety curtain has been installed at rail spot 1102-4 to separate the acid car from personnel working in the immediate area. Clips to secure the curtain have been ordered. (1/05)

Diesel Rack Area:

-None.

Marine Tank Farm:

-None.

Misc./ Ongoing:

- All injuries need to be reported immediately, whether they are time-loss injuries or not. Forms for reporting these injuries are located in building #1, next to the copy machine. These forms are to be turned in to Ron Brown. (1/02)
- We must try to minimize or prevent rainwater from getting into the sample cans when taking samples in the rain. This prevents contamination of the samples and prevents the samples from spattering (burning lab personnel) when heated. (9/03)
- An account has been set up at St. Johns Vision Clinic for safety glasses (1/05)

Accidents/ Near Misses:

-None reported this month.

New Business:

- Training has been planned in the following: Lockout-Tagout, CPR/First Aid (1/05) Confined Spaces training has been done. (2/05)
- Powertools with bad/unsafe cords have been collected up and sent for repair. (2/05)
- We have a new air sensor has been acquired for testing the air in confined spaces prior to entry. It will be calibrated by the lab and serviced by AirGas.
- Bids have been gathered for new lights at the new Hot Oil Heater. Emergency Stops will be installed for the MT boiler and the New Hot Oil heater. (2/05)

Next Meeting: 11:30 A.M on 3 / 18/ 05 (Fri.) at the Marine Terminal

Next Walkthrough: 3 / 2005 at the Marine Terminal

The Safety Suggestion Box is located within the Asphalt Plant Operations Office (bldg.1), next to the copier. Feel free to leave suggestions, concerns, accident reports, etc.

McCall Oil Terminal Safety Meeting 3/18/05

Members Present: Curt Francis, Ron Brown, Lance Whitlock, Ted McCall, Greg Lathrop

Suggestion Box: None this month

Old Business:

Asphalt Tank Farm:

-None.

Asphalt Rack Area:

- Inexperienced drivers/driver trainees loading at the asphalt rack will have to be supervised. (6/03)
- When drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in.(8/03)
- Tools are going to need to be put away or staged for emergency use (8/05)
- Drivers are not allowed to leave the asphalt rack while their trucks are loading.(8/04)

Rail Spur:

- The south steam box is being repaired.(3/05)

Diesel Rack Area:

-None.

Marine Tank Farm:

-None.

Misc./Ongoing:

- All injuries need to be reported immediately. Forms for this are located in Bldg.#1, next to the copier. These forms need to be turned in to Ron Brown.(1/02)
- We must try to prevent rainwater from getting into the sample cans to prevent contamination of the samples and spattering (burning lab personnel) when heating.(9/03)
- An account has been set up at St.John's Vision Clinic for safety glasses (1/05)
- Training has been planned in the following: Lock-out Tag-out, CPR/First-Aid
- Powertools with bad/unsafe cords have been collected up and sent for repair.(2/05)
- New lights for the Hot Oil Heater, and Emergency Stops for the MT Boiler and the Hot Oil Heater should be done in April of 2005.

Accidents/Near Misses:

Chris Jobe threw out his back at the rail spur. An investigation is underway. Railcars are being spotted differently now. Medical treatment has been sought.

New Business:

- A fire drill is planned.(3/05)
- The speed bump behind the boiler room will be painted yellow. (3/05)
- The stairs at the diesel rack are going to be widened. (3/05)
- Rail spot #4 will be tested for acid on the ground. (3/05)

Next Meeting: 11: 30 AM on 4/ 1 /05 (Fri.) at the Marine Terminal

Next Walkthrough: 6/05 at the asphalt plant

The Safety Suggestion Box is located within the Asphalt Plant Operations Office (bldg.1), next to the copier. Feel free to leave suggestions, concerns, accident reports, etc.

McCall Oil Terminal Safety Meeting 4/1/2005

Members Present: Curt Francis, Ron Brown, Lance Whitlock, Charlie Finger
Suggestion Box: Empty this month

Old Business

(Asphalt Tank Farm):

-None.

(Asphalt Rack Area):

- Inexperienced drivers/trainees loading on the rack need to be supervised. (6/03)
- When drivers violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- Tools need to be put away or staged for emergency use. (8/04)
- Drivers may not leave the rack while loading. (8/04)

(Rail Spur):

- The south steam box is being replaced (4/05)

(Diesel Rack Area):

-None.

(Marine Tank Farm):

-None.

(Misc./Ongoing):

- All injuries need to be reported immediately. Forms for this are located in Bldg. 1, next to the copier. These forms are to be turned in to Ron Brown. (1/02)
- We must try to prevent rainwater from getting into sample cans to prevent lab personnel from getting burnt when the cans are heated in the lab. (9/03)
- Powertools with bad/unsafe power cords have been repaired. (4/05)
- New lights for the new Hot Oil Heater, and new emergency stops for the Hot Oil Heater and the boilers should be completed in April of 2005.

(Accidents/Near-Misses):

- None this month
- The investigation into Chris Jobe's back injury is ongoing.

(New Business):

- Quadra is going to flush rail spot 1102-4, and litmus paper will be used to detect acid residue there (4/05)

Next Meeting: 11:30AM on 5/13/05 at the Marine Terminal

Next Walkthrough: 6/05 at the asphalt plant.

The Safety Suggestion Box is located within the Asphalt Plant Operations Office (bldg.1), next to the copier. Feel free to leave suggestions, concerns, accident reports, etc.

McCall Oil Terminal Safety Meeting 5/12/2005

Present: Curt Francis, Ron Brown, Lance Whitlock, Charlie Finger, Ted McCall
Suggestion Box: Empty this month

Old Business

(Asphalt Tank Farm):

-None.

(Asphalt Rack Area):

- Inexperienced drivers/trainees loading on the rack need to be supervised. (6/03)
- When drivers violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- Tools need to be put away or staged for emergency use. (8/04)
- Drivers may not leave the rack while loading. (8/04)

(Rail Spur):

-None.

(Diesel Rack Area):

-None.

(Marine Tank Farm):

-None.

(Misc./Ongoing):

- All injuries need to be reported immediately. Forms for this are located in Bldg. 1, next to the copier. These forms are to be turned in to Ron Brown. (1/02)
- We must try to prevent rainwater from getting into sample cans to prevent lab personnel from getting burnt when the cans are heated in the lab. (9/03)

(Accidents/Near-Misses):

- 1 near miss. Lance almost burnt by spattering sample.

(New Business):

- Proposed: boiler safety class for office personnel. (5/05)
- June: New hires in lab. Should be made aware of dangers around asphalt rack, esp. wet trucks. (5/05)

Next Meeting: 11:30AM on 6/24/05 at the ~~Marine Terminal~~ *Asphalt Plant Operations Office*

Next Walkthrough: 6/05 at the asphalt plant.

The Safety Suggestion Box is located within the Asphalt Plant Operations Office (bldg.1), next to the copier. Feel free to leave suggestions, concerns, accident reports, etc.

McCall Oil Terminal Safety Meeting 5/12/2005

Present: Curt Francis, Ron Brown, Charlie Finger, Ted McCall, Jim Charriere
Suggestion Box: Empty this month

Old Business

(Asphalt Tank Farm):

-None.

(Asphalt Rack Area):

- Inexperienced drivers/trainees loading on the rack need to be supervised. (6/03)
- When drivers violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- Tools need to be put away or staged for emergency use. (8/04)
- Drivers may not leave the rack while loading. (8/04)

(Rail Spur):

-None.

(Diesel Rack Area):

-None.

(Marine Tank Farm):

-None.

(Misc./Ongoing):

- All injuries need to be reported immediately. Forms for this are located in Bldg. 1, next to the copier. These forms are to be turned in to Ron Brown. (1/02)
- We must try to prevent rainwater from getting into sample cans to prevent lab personnel from getting burnt when the cans are heated in the lab. (9/03)
- Proposed: boiler safety class for office personnel. (5/05)

(Accidents/Near-Misses):

-None reported at this time

(New Business):

- Bump Caps/Hard Hats have been proposed. (6/05)
- Stops at the railspur have been marked in such a way that if they move or are altered, they can be re-set. (6/05)

Next Meeting: 11:30AM on 7/28/05 at the Marine Terminal
Next Walkthrough: 9/05 at the asphalt plant. MARINE TERMINAL

The Safety Suggestion Box is located within the Asphalt Plant Operations Office (bldg.1), next to the copier. Feel free to leave suggestions, concerns, accident reports, etc.

Memorandum

To: Safety Committee: Curt Francis
Charlie Finger
Lance Whitlock
Ron Brown
Ted McCall

From: R.H. McCall

Rob

Date: June 27, 2005

Re: Safety Meeting June 24, 2005

Over the weekend, I spoke to Ted about Friday's Safety Meeting. I feel good about the progress the Committee has made and I want to thank each of you for doing a good job. You know it is so terribly important for everyone to feel comfortable in making suggestions. The effectiveness of the Committee is based on this principle. Everyone's concerns are important and I appreciate your input.

At Friday's meeting, two new suggestions came up. One, locking the propane tank, and two, the problem of the rail block slipping back when hit by a moving rail car. Ron will correct these items.

It is my understanding the Committee's recent efforts have led to a new emergency shut off for the boiler/retort/burner, improved safety in the pipe pit between the rail spurs to be sure the steel cover plates were properly secure, and better asphalt sampling procedures during rainy weather.

Friday's Safety Meeting, from Ted's description, sounded constructive. Again, I thank the members. Additionally, I wish people would feel more comfortable with using the Suggestion Box. Any ideas are appreciated -- nothing needs to be signed -- just let us know your valuable safety concerns so we can continue to have the safest environment possible for our employees.

McCall Oil Terminal Safety Meeting 9/2005

Present: Curt Francis, Lance Whitlock, Charlie Finger, Ted McCall, Jim Charriere
Suggestion Box: Empty this month

Old Business

(Asphalt Tank Farm):

-None.

(Asphalt Rack Area):

- Inexperienced drivers/trainees loading on the rack need to be supervised. (6/03)
- When drivers violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- Tools need to be put away or staged for emergency use. (8/04)
- Drivers may not leave the rack while loading. (8/04)

(Rail Spur):

-None.

(Diesel Rack Area):

-None.

(Marine Tank Farm):

-None.

(Misc./Ongoing):

- All injuries need to be reported immediately. Forms for this are located in Bldg. 1, next to the copier. These forms are to be turned in to Ron Brown. (1/02)
- We must try to prevent rainwater from getting into sample cans to prevent lab personnel from getting burnt when the cans are heated in the lab. (9/03)
- Proposed: boiler safety class for office personnel. (5/05) Approved (9/05)

(Accidents/Near-Misses):

-None reported at this time

(New Business):

- Stops at the railspur have been marked in such a way that if they move or are altered, they can be re-set. (6/05) These stops should be inspected on a regular basis to make sure that they are in good condition. (9/05)

Next Meeting: 11:30AM on 10/5/05 at the Marine Terminal
Next Walkthrough: 10/05 at the Marine Terminal.

The Safety Suggestion Box is located within the Asphalt Plant Operations Office (bldg.1), next to the copier. Feel free to leave suggestions, concerns, accident reports, etc.

McCall Oil Safety Meeting 10/05

Present: CURT FRANCIS, Lance Whitlock, Tom Avezedo, Charlie Finger, Jim Charriere, Ron Brown

Old Business - Ongoing

- Boiler Safety Class Proposed for office personnel (5/05)
(Approved 9/05)

Suggestion Box -

- ① Security Training deemed inadequate.
Response - Security Policy Book will be reviewed by all operators
- ② Lab Manager walking around the plant, picking up samples on the weekend wearing sandals/shorts/short-sleeved shirt, no hard-hat. Response - This person will be contacted.
- ③ Drivers + Contractors not wearing hard-hats seen as inconsistent. Response - Hard-hat policy not likely to be changed anytime soon
- ④ Request for earmuffs that will fit over hardhats.
Response - current earmuff do fit over hardhats.
- ⑤ Plant Evacuation Plan is outdated due to new fences and gates. evacuation Exercise possible?
Response - Good idea.
- ⑥ Is the new containment Area for TK33 a confined space? Response - NO. There are Two exits

NEW BUSINESS -

- The Grating by the Black + White Auxillary tanks is not the skid resistant type (10/05)

Accidents/Near Misses -

- ① Chris Burns strained his back pulling open dome bolts on a RAILCAR. Exxon has been notified that many of thier cars need service. Also, operators has started to work on maintaining the bolts on cars that
- ② 1 Asphalt sample can's lid was not properly secured, spilling asphalt on Lance's pants and labcoat, No Injury. The operator responsible has been written up.

NEXT MEETING 11/17/05 1130 HRS AT MT

NEXT WALKTHROUGH 1/06 AT ASPHALT PLANT

McCall Oil Safety Committee Special Meeting (11 / 28 / 05)

(Special session arranged by Ted McCall)

Present at Meeting:

-Curt Francis, Charlie Finger, Ted McCall, Ron Brown

Primary Topic:

-The recent incident where BNRR ran a railcar over the stops and through the fence at the 1102 track of the rail-spur was discussed. Mr. McCall gathered up suggestions regarding the wording of a new rail-spur operations policy, to be typed up and distributed later. (11/05)

Other Topics:

-New pipe wrenches to replace ones that have broken at the rail-spur were requested, and have been delivered since. (11/05)

-It was suggested that Mr. Francis and Mr. Finger be replaced on the committee. (11/05)

Next Meeting: 12-15-05 at 1130 hrs. at the Marine Terminal.

(Agenda attached.)

Next Walkthrough: Jan.-19-2006 at the Asphalt Plant.

Regular Session Meetings are scheduled for the third Thursday of each month.

To: Ted McCall

From: Vicky Wintheiser

Date: November 20, 2005

Re: Safety Committee

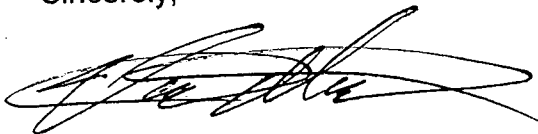
I want to thank you for the pro-active measures you are taking with the recent rail car incident. It is encouraging to see a detailed procedure being pulled together. I know the individual who was involved in the near miss was really taken aback by the incident. Anything that can be done to prevent this or a more serious incident will be greatly appreciated by the entire operational crew.

One concern that has come to my attention that I would like to pass onto you is the effectiveness of our current safety committee. I know there were a number of safety concerns that were written up and submitted to the safety suggestion box prior to the meeting held on November 17, 2005. However, only one of these items was referenced and responded to in the meeting's minutes. As mentioned in your November 17th memo, you feel that safety at McCall Oil is a top priority and so the omission of these safety concerns was puzzling to me.

A number of years ago I had the opportunity to run the safety committee. Through McCall I was able to attend an OSHA class on how to run a safety committee up to the standards set by Oregon OSHA. I have enclosed a great resource on just this issue. I hope you will take a few moments to look it over and maybe evaluate the current practices of our safety committee.

Again your time and support are greatly appreciated.

Sincerely,



Victoria Wintheiser
Terminal Operator

Enclosed: OR-OSHA guide to Safety committees
Cc: Jim Charriere, Ned McCall

Memorandum

To: McCall Oil Operators.

From: Ted McCall 

Date: November 17, 2005

Re: Rail Car Procedures

Due to the recent events with the Rail Road at the terminal, operations and management have been reviewing rail car procedures to ensure the highest level of safety.

Safety at McCall, for all of our employees is top priority. Please take the time to review the following procedures. Your comments and suggestions will be very helpful in finalizing the new procedures.

I will hold a follow-up safety meeting on Monday the 28th of November at 11:30 in the morning. Please place your comments in a sealed envelope to my attention.

Thank you for your help and support.

Rail Car Procedures

.) *Tank car loading and unloading.* When placed for loading or unloading and before unsecuring any closure, a tank car must be protected against movement or coupling as follows:

(1) The unloader must secure access to the track to prevent entry by other rail equipment, including motorized service vehicles. Derails, lined and blocked switches, portable bumper blocks, or other equipment that provides an equivalent level of security may be used to satisfy this requirement.

(2) Caution signs must be placed between the rails to give necessary warning to persons approaching the car(s) from the open end of a siding and must be left up until after all closures are secured and the cars are in proper condition for transportation. The signs must be of a durable material, blue in color, rectangular in shape, at least 30.48 cm (12 inches) high by 38.10 cm (15 inches) wide, and bear the word "STOP." The word "STOP" must appear in white letters at least 10.16 cm (4 inches) high. Additional words, such as "Tank Car Connected" or "Crew at Work," may also appear in white letters under the word "STOP."

3.) Note on railcar fax when cars actually arrive.

4.) Verify car numbers are cars that were called in.

5.) Wait till Rail Spur gate is closed and Railroad has left the spur before choking or hooking up cars. When cars are being spotted, stay clear of cars, especially the ends of both spurs.

6.) At least one wheel on the tank car must be blocked against movement in both directions, and the hand brakes must be set. If multiple tank cars are coupled together, sufficient hand brakes must be set and wheels blocked to prevent movement in both directions

7.) Make sure Belly Valve is in the closed position before unthreading Belly Cap.

8.) Inspect hoses prior to hooking up insuring they are in good working order.

9.) Oil or grease Dome lid bolts on railcar domes before unthreading bolts.

10.) Temp cars, write on side of cars with chalk if not raining and or on railcar fax sheet. Also write on cars with chalk if not raining the supplier of Asphalt or Product name if other than Asphalt.

11.) Check and recheck tank lineup and available safe room in tank.

12.) After at least a 1/6 of the car has been pumped off, pull 2 quart samples. Mark samples cans with Date and Time sample is pulled. Railcar Number, Supplier and

Rail Car Procedures

Product name.

13.) When cars are pumped off, make sure all Dome Lid bolts are latched and are tight and belly Cap is on tight.

14.) When ALL cars are done on one side of the spur pull flag and place on the ground face down.

15.) When finished at Rail Spur make sure ALL valves are closed Hoses and fittings are neatly stored and any product spilled or dripped is picked up.

McCall Oil Safety Meeting: 12/15/05:

Present at Meeting:

- Curt Francis, Lance Whitlock, Tom Azevedo, Charlie Finger, Ted McCall.

Old Business:

- Boiler safety class proposed for office personnel, (5/05) approved (9/05).
- The current plant evacuation plan is out of date due to new fences and gates. A new plant evacuation plan is needed and a plant evacuation drill should be done. (10/05/).
- A new rail spur operations policy has been written and should be posted by the week of 12/18/05.
- It has been suggested that certain members of the committee be rotated out. (11/05).
- Grating by the black and white auxiliary tanks is not the non-skid type currently used elsewhere in the plant (11/05). This is currently being worked on by Sam Sagura as of 12/15/05.

Suggestion Box Items:

- Regarding acid tank confined space status. A suggestion was posted that the acid tank area is a confined space because the plastic curtain is strapped down and seams at the available exits are velcroed together. Reference: 29 CFR 1910.146.
It was decided that the area did not meet the requirements for "confined-space" or "permit-required confined-space" status for the following reasons:
 - a. The product does not release vapors at the temperature range at which it is stored (140° to 160°).
 - b. The Velcro at the exists are not sufficient to hinder exit in the case of an emergency.
- A request was made for earmuffs (hearing protection) that would fit better than the current type and give better hearing protection than ear plugs. These are being looked into and will be ordered soon. OR-OSHA 1910.95 Occupational Noise Exposure.

Accidents and Near Misses:

- None reported this month.

New Business:

- None this month.

Next Meeting:

- 1/19/05 at 11:30 a.m. at the Marine Terminal, walkthrough of the Asphalt Plant to be done.

Regular Session Meetings are scheduled for the third Thursday of each month for 2006, this would be: 2/16/06, 3/16/06, 4/20/06, 5/16/06, 6/15/06, 7/20/06, 8/17/16, 9/21/06, 10/19/06, 11/16/06 and 12/21/06.

McCall Oil Safety Meeting: 1/ 19 / 2006:

Present at Meeting:

Curt Francis, Lance Whitlock, Tom Azevedo, Ron Brown.

Old Business:

The new plant evacuation plan has been posted. A plant evacuation drill should be done. (10/05)

It has been suggested that certain members of the committee be rotated out. (11/05)

Grating by tanks 5&6 are not the non-skid type currently being used elsewhere in the plant (11/05) This is currently being worked on by Sam Sagura as of 12/15/05.

Suggestion Box Items:

None this month.

Accidents and Near Misses:

One operator burnt his leg at the rail spur when a crossover hose fell down and released it's contents on his leg. Caution must be exercised when disconnecting any type of hose at the railspur, and control over the hoses must be maintained.

An asphalt sample can leaked in the lab. Had this can been in one of their ovens, a fire could have resulted. We must keep an eye out for this sort of thing.

One operator burnt his wrist twice this week while working at the rail spur. He was given wrist protectors.

New Business:

None this month.

Regular Session Meetings are scheduled for the third Thursday of each month for 2006. This would be: 2/16/06, 3/16/06, 4/20/06, 5/16/06, 6/15/06, 7/20/06, 8/17/06, 9/21/06, 10/19/06, 11/16/06 and 12/21/06.

McCall Oil Safety Meeting: 2/ 16/ 06

Present at meeting:

Curt Francis, Lance Whitlock, Tom Avezedo, Ron Brown

Old Business:

It has been suggested that certain committee members be rotated out. (11/05)

Grating by tanks 5&6 are not the non-skid type currently being used elsewhere in the plant (11/05) This is currently being worked on by Sam Sagura as of 12/ 15/ 05.

Suggestion Box Items:

None this month.

Accidents and Near Misses:

One operator had a groin pull at the rail spur. He was pulling the air stinger from a railcar at the time.

One operator burnt his leg at the rail spur when a steam condensate line released its' contents onto his leg while he was disconnecting the line. Caution must be used when disconnecting any type of hose at the rail spur and control over the hoses must be maintained.

New Business:

When the weather is icy, use the calcium chloride to take care of any icy patches in walkway areas if needed. (2/06)

Replacement parts for the hardhats are available through your supervisor if needed. If your hardhat (or any other piece of safety equipment) is not working properly, notify your supervisor. (2/06)

Uneven walkways and trip hazards in the annex boiler room are being worked on at this time. (2/06)

Regular meetings are scheduled for the third Thursday of each month.

For 2006, this would be:

3/16/06, 4/20/06, 5/16/06, 6/15/06, 7/20/06, 8/17/06, 9/21/06, 10/19/06, 11/16/06, and 12/21/06.

Walkthroughs are quarterly. The next one is 4/20/06 and will be on the Marine Terminal.

McCall Oil Safety Meeting: 3/16/06

Present at meeting:

Curt Francis, Lance Whitlock, Tom Avezedo, Ron Brown, Ted McCall,
Charlie Finger

Old Business:

It has been suggested that certain committee members be rotated out. (11/05)

Grating by tanks 5&6 are not the non-skid type currently being used elsewhere in the plant (11/05) As of 3/06, this is being postponed to be included into another project which will be done in that area.

Uneven walkways and trip hazards in the annex boiler room are being worked on at this time. The workbench has been narrowed. A ramp for moving drums of boiler chemical has been built. Uneven flooring has been marked with bright yellow paint. A railing behind the workbench is planned. (3/06)

Suggestion Box Items:

None this month.

Accidents and Near Misses:

None reported this month.

New Business:

If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, bad steam connections, etc.)(3/06)

Any tools that are in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)

If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)

Regular meetings are scheduled for the third Thursday of each month at 1130 hrs.

For 2006, this would be:

4/20/06, 5/16/06, 6/15/06, 7/20/06, 8/17/06, 9/21/06, 10/19/06, 11/16/06, and 12/21/06.

Walkthroughs are quarterly. The next one is 4/20/06 and will be on the Marine Terminal.

Wednesday Meeting

McCall Oil Safety Meeting: 3/16/06

Present at meeting:

Curt Francis, Lance Whitlock, Tom Avezedo, Ron Brown, Ted McCall,
Charlie Finger

Old Business:

It has been suggested that certain committee members be rotated out. (11/05)

Grating by tanks 5&6 are not the non-skid type currently being used elsewhere in the plant (11/05) As of 3/06, this is being postponed to be included into another project which will be done in that area.

Uneven walkways and trip hazards in the annex boiler room are being worked on at this time. The workbench has been narrowed. A ramp for moving drums of boiler chemical has been built. Uneven flooring has been marked with bright yellow paint. A railing behind the workbench is planned. (3/06)

Suggestion Box Items:

None this month.

Accidents and Near Misses:

None reported this month.

New Business:

If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, bad steam connections, etc.)(3/06)

Any tools that are in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)

If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)

Regular meetings are scheduled for the third Thursday of each month at 1130 hrs.

For 2006, this would be:

4/20/06, 5/16/06, 6/15/06, 7/20/06, 8/17/06, 9/21/06, 10/19/06, 11/16/06, and 12/21/06.

Walkthroughs are quarterly. The next one is 4/20/06 and will be on the Marine Terminal.

McCall Oil Terminal Safety Meeting 5/ 26/ 06

Present at meeting:

Curt Francis, Lance Whitlock, Tom Azevedo, Ted McCall, Craig Deardorff

Old Business:

- It has been suggested that certain committee members be rotated out. (11/05)
- Meetings have been moved to the third Wednesday of each month. (4/06)
- Committee members shall serve a three-year term, and each year one member will be rotated out (5/06)
- As of 6/06, the committee will include, but not be limited to, the following personnel: Curt Francis, Craig Deardorff, Ted McCall, Tom Azevedo and Pat Turpen. (5/06)
- Grating by Tanks 5&6 is not the non-skid type used elsewhere in the plant. (11/05) As of 3/06, this has been postponed to be included with another project that will be done in the same area.
- One of the four stairs at the diesel rack has steps which have not had non-skid grating attached (4/06)
- There is no emergency eyewash in the shop. A portable eyewash station is feasible (4/06)

Suggestion Box Items:

- None this month.

Accidents and Near Misses:

- One employee working in the rail pit suffered heat exhaustion. A larger blower was used for the rail pit to prevent further problems.

Ongoing and Unchanged: (Procedures and Notes):

- Inexperienced drivers/ driver trainees loading at the asphalt rack will need to be supervised. (6/03)
- When drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (leaking belly valve, bad steam connections, etc.) (3/06)
- Any tools that are in poor condition need to be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)

New Business:

- The area around the rail spur eyewash needs to be kept clear. Air lines are to be re-routed away from the spot. Items need to be stored further away from the eyewash. (5/06)
- Propane weed-burners should be cleaned and inspected weekly. (5/06)
- Haz-Mat and spill response training is scheduled for June 27 and 29. (5/06)

Next Meeting: 11:30 A.M on 6 / 21/ 06 (Wednesday) at the Marine Terminal

Next Walkthrough: 7 / 2006 at the Asphalt Plant

Meetings for 2006 will be: 6/21, 7/19, 8/16, 9/20, 10/18, 11/15 and 12/20.

- 1 copy: Bulletin Board-Operations Office
- 1 copy: Notebook in Operations Office
- 1 copy: Ron Brown
- 1 copy: Jim Charriere
- 1 copy: Ted McCall
- 2 copies: Pat Turpen
- 1 copy: Maintenance Dept.
- 1 copy: Bob McCall

Memorandum

To: McCall Oil and Chemical Employees
From: Ted McCall *Ted*
Date: July 10, 2006
Re: New Safety Committee

I would like to thank all of the members who are joining and rotating off the Safety Committee. Charlie Finger, Lance Whitlock and Ron Brown your dedication and involvement on the committee will be missed.

The committee will consist of six members. The committee will represent three persons from management and the operators. I am happy to welcome new members Chris Jobe, Craig Deardorff, Tom Azevedo, and Pat Turpen. I look forward to interacting with all of you over the next few years.

Attached to this letter are the latest Safety Meeting Minutes. Please see my hand written notes indicating what has been completed and or scheduled for completion.

Many of the recent items addressed by the safety committee originated from the suggestion box. I personally would like to thank those that have used the suggestion box. In addition to using the suggestion box, please feel free to approach any member of the safety committee with any ideas and concerns you may have. The safety committee members or I will make sure the item gets documented for the following meeting.

Safety is everyone's concern. Thank you all for your help and participation in making McCall the safest place to work.

McCall Oil Safety Meeting: 6/ 21/ 06

Present at Meeting:

Curt Francis, Craig Deardorff, Tom Azevedo, Pat Turpen, Jim Charriere,
Chris Jobe

Old Business:

#1) It has been suggested that certain committee members be rotated out. (11/05)
Meetings have been moved to the third Wednesday of each month (4/06)
Committee members shall serve a three year term and be rotated out. (5/06)
Current Status: A list of employee representatives to the safety committee has been
provided, consisting of Chris Jobe, Curt Francis (as Chairman) and Craig Deardorff, with
two alternates available: Charlie Finger and Vicky Winthieser. (6/06)

2,3 will be completed during Bio-Fuel installation ← #2) Grating by tanks 5&6 are not the non-skid type currently being used elsewhere in the plant (11/05) As of 3/06, this is being postponed to be included into another project which will be done in that area. Current Status: Being worked on, and likely to be completed by 7/06.

Completed ← #3) One of the four sets of stairs on the diesel rack has not had non-skid grating attached yet. (4/06) Current Status: Tom is looking into it. Non-skid was cut to fit.

Completed ← #4) There is no eyewash station at the shop. A portable eyewash station is feasible. (4/06) Current Status: Tom is looking into it.

Completed ← #5) The area around the rail spur eyewash needs to be kept clear. Air lines are to be re-routed away from the spot. Items need to be stored further away from the eyewash. (5/06) Current status: This area has been marked with yellow spray-paint. A stencil reading "Keep Area Clear" is needed. Current Status: Tom is looking into it.

Procedures in Place ← #6) Propane weed-burners need to be cleaned and inspected weekly. (5/06) Current Status: A program has been implemented to do this.

Rescheduled for August ← #7) Haz-Mat and Spill Response training was scheduled for June 27 and June 29, but has been moved back. Current Status: Is likely to be scheduled for August.

Suggestion Box Items:

DONE ← #1) Dated: 6/11/06 (Regarding the hook on the south dock crane) The cable protruding from the hook is frayed and presents an injury (laceration, cutting) hazard to anyone reaching down to attach the hook to a sling. This could be at face level to the person using it.

Solution: properly wrap and/or secure the end of this line.

Status: Tom is looking into it and will contact Charlie.

Instantly communicated to Exxon ← #2) Dated: 5/23/06 All dome lids on the Exxon railcars that came in on this date were excessively tightened. The operations manager was advised. This has been a problem before and causes a high risk of back injury for those attempting the open the dome lids with pipe wrenches.

Solution: The operations manager has been in repeated contact with Exxon about this. Exxon claims that they are working to prevent this from recurring. We have noticed some improvement in recent railcars.

Status: We will have to keep watching for this, and report it whenever we encounter it. The situation is improved, for now, but is likely to happen again.

Completed

- ← #3) Dated: 6/21/06. OSHA-approved step-stool requested. Operators have built ones with scrap wood, but they might not be strong enough.
Solution: Quality step-stools can be ordered.
Status: Tom is looking into ordering three (3) step-stools, one for each of the following locations: The sample trailer, The Annex Boiler Room, The marine Terminal Boiler Room.

Jim + TED
working on
program.

- ← #4) Dated: 4/23/06. Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.
Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.
Status: The evacuation route map has been revised recently to account for the new fences, and the Risk Manager will be given this information on the week on 6-26-06.

Accidents and Near Misses:

See Item #3 in the "New Business" section.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, bad steam connections, etc.)(3/06)
#2) Any tools that are in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
#3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
#4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
#5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

New Business:

Parts
ordered

DONE

W-going

- ← #1) One of the two rail pit condensate pumps is no longer working. When we receive too many cold railcars at one time, this can cause the condensate at the rail spur to overflow, potentially scalding anyone near the rail pumps. (6/06)
Solution: Repair or replace the broken pump. Status: Tom will look into this.
← #2) Any unused steam supply headers at the rail spots (most notably; 1101-2, 1101-3 and 1101-4) should be capped to prevent burns.
Solution: Find and install caps. Status: Curt will look for caps to install.
← #3) Potential for injury at the asphalt rack: near-misses where people have stepped out of the scale-house without looking for trucks. Also: some trucks have been spotted not following the established traffic pattern.
Solution: write up the traffic rules and traffic pattern and notify the customers and common carriers. Either send notification or post it in the scale-house.
Also: When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in.
Status: Jim C. has been notified.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2006, this would be:

7/19/06, 8/16/06, 9/20/06, 10/18/06, 11/15/06, and 12/20/06.

Walkthroughs are quarterly. The next one is 7/19/06 and will be on the Asphalt Plant.

The meeting for 7/19/06 will start at the Operations Office (bldg.#1), because of the walkthrough.

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Maintenance Dept.

1 copy: Ron Brown

1 copy: Jim Charriere

1 copy: Ted McCall

1 copy: Bob McCall

2 copies: Pat Turpen

McCall Oil Safety Meeting: 7/19/06

Present at Meeting:

Curt Francis, Ron Brown, Pat Turpen, Chris Jobe

Old Business:

#1) Grating by tanks 5&6 are not the non-skid type currently being used elsewhere in the plant (11/05) Current Status: Is going to be done as part of the Bio-Diesel project, and should be completed by 8/06.

#2) One of the four sets of stairs on the diesel rack has not had non-skid grating attached yet. (4/06) Current Status: Is going to be done as part of the Bio-Diesel project, as should be done by 8/06.

#3) There is no eyewash station at the shop. A portable eyewash station is feasible. (4/06) Current Status: Tom is looking into it.

#4) Haz-Mat and Spill Response training was scheduled for June 27 and June 29, but has been moved back. Current Status: Is likely to be scheduled for August.

#5) One of the two rail pit condensate pumps is no longer working. When we receive too many cold railcars at one time, this can cause the condensate at the rail spur to overflow, potentially scalding anyone near the rail pumps. (6/06)

Solution: Repair or replace the broken pump.

Status: The parts are currently on order. (7/06)

#6) Some trucks have been spotted not following the established traffic pattern.

Solution: write up the traffic rules and traffic pattern and notify the customers and common carriers. Either send notification or post it in the scale-house.

Status: Jim C. has been notified. Individual Drivers have been dealt with, but this may be an ongoing process.

#7) Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Jim C. and Ted M. are working on this. (7/06)

New Business:

#1) It has been suggested that kickplates be added to the very edge of the dock, where the tug fueling hoses are sent over the side. It is preferable that these plates have a rounded edge, to prevent damage to the hoses. (7/06)

Status: Ron Brown will be looking into the feasibility of this idea. (7/06)

Suggestion Box Items:

#1) Lists of several railcars in poor and/or unsafe condition were placed in the suggestion box. These have been passed on to Ron Brown so that he may communicate these deficiencies to Exxon. (7/06) Status: This is an ongoing situation, and is likely to remain ongoing. (See 'Ongoing and Unchanged' Item #1)

#2) Some operators have been pulling lines for tugs and barges, risking back injury. Safety Committee Response: As per Ron Brown: Company policy is that it is the option of the operator to do so, if they feel that they can do so safely, and that if an operator is injured doing this work, they will be covered. (7/06).

#3) More secure fastening devices need to be found to attach the basket to the front of the forklift if it is to be used to lift personnel. (7/06) Status: This will be looked into and something sturdier will be ordered (7/06)

Accidents and Near Misses:

#1) There was a large leak at Tk. 33. Status: The leak has been cleaned up/neutralized, and TK.33 is now a part of the security rounds. (7/06)

#2) One driver (Sean Benson) was caught boiling out his truck by the asphalt rack, next to the employee parking area, so that he could talk with drivers loading at the rack. He refused to move when directed by an operator, and Ron Brown was notified.

Status: This driver has been reprimanded.

#3) One Laughlin driver (Kelvin) was resistant to leaving the scales when boiling out.

Status: Ron Brown has been notified.

#4) Another Laughlin driver attempted to 'shake' his truck by pulling a few feet forward and slamming on his brakes, while still on the scale. This has the potential to cause damage to the scale, as well as cause a boil-over on the scale.

Status: Ron Brown has been notified.

Old Business, Recently Completed:

#1) The area around the rail spur eyewash needs to be kept clear. Air lines are to be re-routed away from the spot. Items need to be stored further away from the eyewash. (5/06) Current status: This area has been marked with yellow spray-paint and the words "Keep Clear". The airlines have been hung in a different manner. (7/06)

#2) Propane weed-burners need to be cleaned and inspected weekly. (5/06) Current Status: A program has been implemented to do this.

#3) (Regarding the hook on the south dock crane) The cable protruding from the hook is frayed and presents an injury (laceration, cutting) hazard to anyone reaching down to attach the hook to a sling. This could be at face level to the person using it. Solution: properly wrap and/or secure the end of this line. Status: Done. (7/06)

#4) OSHA-approved step-stool requested. Operators have built ones with scrap wood, but they might not be strong enough.

Solution: Quality step-stools can be ordered.

Status: Short Step-Ladders have been purchased and placed in various locations in the plant. (7/06)

#5) Any unused steam supply headers at the rail spots (most notably; 1101-2, 1101-3 and 1101-4) should be capped to prevent burns.

Solution: Find and install caps. Status: Done (7/06).

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools that are in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03).

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2006, this would be:

8/16/06, 9/20/06, 10/18/06, 11/15/06, and 12/20/06.

Walkthroughs are quarterly. The next one is 10/18/06 and will be the marine Terminal.

- 1 copy: Committee Chairman
- 1 copy: Bulletin Board-Operations Office
- 1 copy: Notebook in Operations Office
- 1 copy: Maintenance Dept.
- 1 copy: Ron Brown
- 1 copy: Jim Charriere
- 1 copy: Ted McCall
- 1 copy: Bob McCall
- 2 copies: Pat Turpen

McCall Oil Safety Meeting: 8/16/06

Present at Meeting:

Curt Francis, Ron Brown, Pat Turpen, Chris Jobe, Craig Deardorff, Jim Charriere

Old Business:

#1) One of the four sets of stairs on the diesel rack has not had non-skid grating attached yet. (4/06) Current Status: Is going to be done as part of the Bio-Diesel project, as should be done by 9/06.

#2) Haz-Mat and Spill Response training was scheduled for June 27 and June 29, but has been moved back. Current Status: Is scheduled for the first week of September.

#3) One of the two rail pit condensate pumps is no longer working. When we receive too many cold railcars at one time, this can cause the condensate at the rail spur to overflow, potentially scalding anyone near the rail pumps. (6/06)
Solution: Repair or replace the broken pump.
Status: The parts are currently on order. (8/06)

#4) Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Jim C. and Ted M. are working on this. (7/06)

#5) It has been suggested that kickplates be added to the very edge of the dock, where the tug fueling hoses are sent over the side. It is preferable that these plates have a rounded edge, to prevent damage to the hoses. (7/06)

Status: Instead of a kickplate, which may be a trip hazard, a new roller will be installed to replace the old one, which was no longer unusable. (8/06)

New Business:

When handling the new bio-diesel product, be sure to wear gloves. This product may cause dermatitis (dry skin). A MSDS has been obtained from the lab and is available in the operations office. (8/06)

Suggestion Box Items:

#1) (dated: 7/23/06) Concern: Propane torches and hose connections are leaking.

Example: One hose is leaking badly from non-threaded connections and has blown off the torch during operation.

Suggestion: Replace with new equipment.

Safety Committee response: Every week, propane torches are checked, however, if one is in unsafe condition, immediately remove it from service and notify your supervisor so that a replacement can be ordered. (8/06)

#2) (dated: 7/23/06) Concern: AC in the scalehouse is not working because the 20 Amp breaker needs to be replaced.

Safety Committee response: This has been fixed. The breaker was replaced and now works.

Accidents and Near Misses:

None reported this month.

Old Business, Recently Completed:

- #1) Grating by tanks 5&6 was not the non-skid type currently being used elsewhere in the plant (11/05) Current Status: Done as part of the Bio-Diesel project.
- #2) There was no eyewash station at the shop. A portable eyewash station is feasible. (4/06) Current Status: Installed.
- #3) More secure fastening devices need to be found to attach the basket to the front of the forklift if it is to be used to lift personnel. (7/06) Status: More secure devices have been installed. (8/06)

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools that are in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2006, this would be: 9/20/06, 10/18/06, 11/15/06, and 12/20/06.

Walkthroughs are quarterly. The next one is 10/18/06 and will be the marine Terminal.

- 1 copy: Committee Chairman
- 1 copy: Bulletin Board-Operations Office
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- 1 copy: Ted McCall
- 1 copy: Bob McCall
- 2 copies: Pat Turpen

McCall Oil Safety Meeting: 10/ 18 / 06, and Marine Terminal Walkthrough.

Present at Meeting:

Curt Francis, Tom Azevedo, Pat Turpen, Tim Mroz

Old Business:

#1) Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Jim C. and Ted M. are working on this. (7/06)

#2) It has been suggested that kickplates be added to the very edge of the dock, where the tug fueling hoses are sent over the side. It is preferable that these plates have a rounded edge, to prevent damage to the hoses. (7/06)

Status: Instead of a kickplate, which may be a trip hazard, a new roller will be installed to replace the old one, which was no longer unusable. (8/06)

New Business:

#1) There have been some complaints that the Vapor Recovery System (at the asphalt rack) appears to have not been working properly, allowing more than normal fumes from the asphalt loading to enter the lab. This will need to be checked. (10/06)

#2) Found one piece of metal railing laying on the dock walkway, not installed. It appears that the replacement of the wooden railing is incomplete. (10/06)

Suggestion Box Items:

#1) Concern: Need to get a Driver Training Video or DVD and (if needed) equipment to play it on. Purpose: To train drivers in how to load at the diesel and asphalt racks at McCall, in compliance with all relevant safety guidelines for the loading racks.

Committee Response: This is a good idea and will be passed along. (10/06)

#2) (dated: 10/12/06) Concern: Marine Terminal North wall, location of the sulfamic Acid drum, found diamond plate midsection to have collapsed due to corrosion and degradation of supports. This poses a falling hazard. Moved pallet w/ drum to cover for a temporary solution.

Committee Response: Sam Sagura and Tom A. have looked into it, and have referred it to Ron Brown. (10/06)

Accidents and Near Misses:

None reported this month.

Old Business, Recently Completed:

#1) At the #2 Rail spot, the steam system was not heating the swivels, making them overly difficult to operate. This has been fixed.

Ongoing and Unchanged (Procedures and Notes):

#1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)

#2) Any tools that are in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)

#3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)

#4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)

#5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2006, this would be: 11/15/06, and 12/20/06.

Walkthroughs are quarterly. The next one is Jan, 2007 and will be the Asphalt Plant.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Maintenance Dept.

1 copy: Ron Brown

1 copy: Jim Charriere

1 copy: Ted McCall

1 copy: Bob McCall

2 copies: Pat Turpen

McCall Oil Safety Committee: 11/ 15 / 06 Meeting.

Members Present:

Tom Azevedo, Ted McCall, Jim Charriere, Chris Jobe, Curt Francis, Craig Deardorff

Old Business:

Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Jim C. and Ted M. are working on this. (7/06) It is almost complete as of 11/06.

Suggestion Box Items:

One note regarding the dome lids on two specific railcars. This was passed to Tom A. to notify Exxon.

Accidents and Near Misses:

None Reported this month.

New Business:

#1) We need to stock spare hoses for the propane torches to facilitate quick replacement of faulty or damaged hoses. (11/06)

#2) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)

Old Business, Recently Completed:

#1) There have been some complaints that the Vapor Recovery System (at the asphalt rack) appears to have not been working properly, allowing more than normal fumes from the asphalt loading to enter the lab. This has been checked and appears to be working properly. (11/06)

#2) Found one piece of metal railing laying on the dock walkway, not installed. It appears that the replacement of the wooden railing is incomplete. (10/06) This has been moved and secured, so as not to be a trip hazard. (11/06)

#3) (From suggestion box) Concern: Need to get a Driver Training Video or DVD and (if needed) equipment to play it on. Purpose: To train drivers in how to load at the diesel and asphalt racks at McCall, in compliance with all relevant safety guidelines for the loading racks. (10/06)

This will be replaced by training drivers on an individual basis, at the rack. (11/06)

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools that are in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2006, this would be: 11/15/06, and 12/20/06.

Walkthroughs are quarterly. The next one is Jan, 2007 and will be the Asphalt Plant.

- 1 copy: Committee Chairman
- 1 copy: Bulletin Board-Operations Office
- 1 copy: Notebook in Operations Office
- 1 copy: Maintenance Dept.
- 1 copy: Ron Brown
- 1 copy: Jim Charriere
- 1 copy: Ted McCall
- 1 copy: Bob McCall
- 2 copies: Pat Turpen

McCall Oil Safety Committee: 12/ 20 / 06 Meeting.

Members Present:

Tom Azevedo, Chris Jobe, Curt Francis, Pat Turpen

Old Business:

Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Jim C. and Ted M. are working on this. (7/06) McCoy Electric is going to bring in special (Tsunami style) alarms to test their effectiveness.

Suggestion Box Items:

After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (12/06)

Accidents and Near Misses:

One operator received an eye injury while putting away a light which is stored on a hook near the MT boiler room door. In order to prevent these types of injury, eye protection needs to be worn whenever the probability of injury is present. (12/06)

New Business:

Some of the metal frame sample carriers may have cracked welds in them. If so, notify someone to repair them. (12/06)

Old Business, Recently Completed:

None this month.

Ongoing and Unchanged (Procedures and Notes):

#1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)

#2) Any tools that are in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)

#3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)

#4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)

#5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

#6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs.

The Meeting on 1/17/07 will be at the Operations Office.

The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2007, this would include: 1/17/07, 2/21/07, 3/21/07, 4/18/07, 5/16/07, 6/20/07, 7/18/07, 8/15/07, 9/19/07, 10/17/07, 11/21/07 and 12/19/07.

Walkthroughs are quarterly. The next one is Jan, 2007 and will be the Asphalt Plant.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Maintenance Dept.

1 copy: Ron Brown

1 copy: Jim Charriere

1 copy: Ted McCall

1 copy: Bob McCall

2 copies: Pat Turpen

McCall Oil Safety Committee: 1/23 / 07 Meeting.

Members Present:

Tom Azevedo, Chris Jobe, Curt Francis, Craig Deardorff, Ted McCall, Pat Turpen, Ron Brown

Special Note: The Asphalt Plant Walkthrough was postponed until next month. The February meeting will start at the Operations Office.

Old Business:

Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Ted M. is working on this. (7/06) McCoy Electric is going to be brought in special (Tsunami style) alarms to test their effectiveness. These worked as intended.

The Fire Marshall was met with, and has given input. (1/07)

Suggestion Box Items:

One Item: Missing nuts and hardware on the steam hoses at the rail spur. This falls under the category of equipment that is in disrepair and must be fixed as soon as possible. This will be discussed in more detail at the next meeting.

Accidents and Near Misses:

One reported accident: An employee slipped on the ice and hurt his back. This was not a time-loss accident, but was reported to management. Ice cleats are available in the operations office for icy conditions.

Also, in icy/snowy conditions, slippery areas should be cleared if possible, either by shovel or with chemicals (currently stored on-site).

New Business:

1) Some of the product hoses at the rail have been getting ratty, with the mesh on the outside getting torn. These will need to be replaced whenever they become unserviceable. (1/07)

2) The issue of propane hoses and torch fitting was brought up. If these start to leak, then they need to be taken out of service immediately and tagged as to their exact problem, so that they can be either repaired or replaced. (1/07)

Old Business, Recently Completed:

None this month.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts; bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (12/06)

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The Meeting on 2/21/07 will be at the Operations Office.

The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2007, this would include: 2/21/07, 3/21/07, 4/18/07, 5/16/07, 6/20/07, 7/18/07, 8/15/07, 9/19/07, 10/17/07, 11/21/07 and 12/19/07.

Walkthroughs are quarterly. The next one is Feb, 2007 and will be the Asphalt Plant.

- 1 copy: Committee Chairman
- 1 copy: Bulletin Board-Operations Office
- 1 copy: Notebook in Operations Office
- 1 copy: Maintenance Dept.
- 1 copy: Ron Brown
- 1 copy: Jim Charriere
- 1 copy: Ted McCall
- 1 copy: Bob McCall
- 2 copies: Pat Turpen

McCall Oil Safety Committee: 2/ 21 / 07 Meeting and Asphalt Plant Walkthrough.

Members Present:

Tom Azevedo, Jim Charriere, Curt Francis, Craig Deardorff,

Old Business:

Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Ted M. is working on this. (7/06) McCoy Electric is going to brought in special (Tsunami style) alarms to test their effectiveness. These worked as intended.

The Fire Marshall was met with, and has given input. (1/07)

Suggestion Box Items:

1) The Auxilliary Boiler's continuous surface blowdown discharge line at the back right side of the boiler is very hot. This line should have proper insulation covering it so as to prevent someone from inadvertently grabbing ahold of it and getting burned.

Committee Response: This has very recently been addressed, and this line is now insulated.

2) Some persons are choosing not to use the dock crane to lower the 3" dock hose. Standard procedure will be to use the crane, but care must be exercised so as to see exactly where the end of the hose is at all times when lowering it down.

Accidents and Near Misses:

None reported this month.

New Business:

1) There is going to be a new light added on the side of the Acid tank area, to illuminate the acid unloading area.

2) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop.

3) The airline at the rail spur eyewash station should be re-routed so as to prevent it from hindering anyone who needs the emergency eyewash.

4) The walkway in front of TK 25 should be connected through to the walkway in front of TK 26.

5) The hanging line in front of TK 24 and TK 25 should be padded to prevent head injury.

Old Business, Recently Completed:

Nuts and bolts have been found that can be used on the fitting on the rail spur steam hoses. These hoses will need to be checked weekly to determine if they need to be replaced or repaired..

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (12/06)

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2007, this would include: 3/21/07, 4/18/07, 5/16/07, 6/20/07, 7/18/07, 8/15/07, 9/19/07, 10/17/07, 11/21/07 and 12/19/07.

Walkthroughs are quarterly. The next one is May, 2007 and will be of the Marine Terminal.

- 1 copy: Committee Chairman
- 1 copy: Bulletin Board-Operations Office
- 1 copy: Notebook in Operations Office
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- 1 copy: Ted McCall
- 1 copy: Bob McCall
- 2 copies: Pat Turpen

McCall Oil Safety Committee: 3/ 27 / 07 Meeting.

Members Present:

Tom Azevedo, Ron Brown, Chris Jobe, Curt Francis, Craig Deardorff,

Old Business:

#1) Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Ted M. is working on this. (7/06) McCoy Electric is going to brought in special (Tsunami style) alarms to test their effectiveness. These worked as intended.

The Fire Marshall was met with, and has given input. (1/07)

McCoy Electric and BestTel have come in and planned a system using the phones.(2/07)

#2) There is going to be a new light added on the side of the Acid tank area, to illuminate the acid unloading area.(2/07)

#3) The airline at the rail spur eyewash station should be re-routed so as to prevent it from hindering anyone who needs the emergency eyewash.(2/07)

#4) The walkway in front of TK 25 should be connected through to the walkway in front of TK 26. Sam Sagura has measured this and can begin work soon. (2/07)

Suggestion Box Items:

None this month.

Accidents and Near Misses:

#1) One driver at the Diesel Rack was seen leaving the rack area while his truck was loading. This driver was banned from the rack for one week.

#2) Two trucks have overloaded at the diesel rack. In one instance, an operator trying to assist the driver was sprayed in the face with diesel. The operator was wearing safety glasses and avoided injury. Be aware of the potential hazards and always wear eye protection..

New Business:

#1) The light over the option H pump is going to be removed, with other lights to illuminate the same area. This light is mounted in such a way that it is very difficult to repair, but does not pose a hazard at this time. (3/07)

#2) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)

Old Business, Recently Completed:

#1) The hanging line in front of TK 24 and TK 25 has been padded to prevent head injury.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (12/06)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2007, this would include: 3/21/07, 4/18/07, 5/16/07, 6/20/07, 7/18/07, 8/15/07, 9/19/07, 10/17/07, 11/21/07 and 12/19/07.

Walkthroughs are quarterly. The next one is May, 2007 and will be of the Marine Terminal.

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- 2 copies: Pat Turpen

McCall Oil Safety Committee: 4/ 18 / 07 Meeting.

Members Present:

Tom Azevedo, Ted McCall, Chris Jobe, Curt Francis, Craig Deardorff,

Old Business:

#1) Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Ted M. is working on this. (7/06) McCoy Electric is going to brought in special (Tsunami style) alarms to test their effectiveness. These worked as intended.

The Fire Marshall was met with, and has given input. (1/07)

McCoy Electric and BestTel have come in and planned a system using the phones.(2/07)

This plan has been completed, and in the next thirty days should be implemented as the equipment is installed. (4/07)

Suggestion Box Items:

#1) Please speed up the crane repair on the dock. The one that is down is the primary crane used when fueling tugs. Back injuries will occur if operators continue to manhandle the hoses. (4/07) Committee Response: This is being addressed, but we are waiting on parts to arrive. (4/18/07) Has been repaired (4/23/07)

#2) Water Dispenser on the dock is contaminated and needs cleaning. At least one person reported ill. (4/07) Response: This has been taken care of, and the dispenser replaced. (4/07)

#3) Request for clarification of procedure for spill response at the diesel rack. (4/07)

#4) In order to fulfill their boat training requirement, night-shift operators have been suggested to go out in the boat alone while the other operator watches from the cameras. It is unsafe for one person to go out alone. (4/07) Response: There will be two persons in the boat if booming, working over the side or at night.

Accidents and Near Misses:

None reported this month.

New Business:

#1) The fasteners on the fittings on the steam hoses need to be checked regularly, as unsecured fittings could allow a steam hose to break loose under pressure. This could result in injury. (4/07) Committee Response: This is being checked regularly, but will have to continue to be checked regularly.

#2) One route out of the area between Tk. 21 and Tks 24-25 is the Annex boiler room, however, this door is frequently found blocked shut with a bolt from the inside. (4/07)

Old Business, Recently Completed:

- #1) There has been a new light added on the side of the Acid tank area, to illuminate the acid unloading area. (2/07)
- #2) The airline at the rail spur eyewash station has been re-routed to prevent it from hindering anyone who needs the emergency eyewash. (2/07)
- #3) The walkway in front of TK 25 has been connected through to the walkway in front of TK 26 to reduce tripping hazard. (2/07)

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.) (3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (12/06)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2007, this would include: 5/16/07, 6/20/07, 7/18/07, 8/15/07, 9/19/07, 10/17/07, 11/21/07 and 12/19/07.

Walkthroughs are quarterly. The next one is May, 2007 and will be of the Marine Terminal.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Ron Brown

1 copy: Ted McCall

2 copies: Pat Turpen

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 4/18/07 Meeting.

Members Present:

Old Business:

#1) Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Ted M. is working on this. (7/06) McCoy Electric is going to brought in special (Tsunami style) alarms to test their effectiveness. These worked as intended.

The Fire Marshall was met with, and has given input. (1/07)

McCoy Electric and BestTel have come in and planned a system using the phones. (2/07)

This plan has been completed, and in the next thirty days should be implemented as the equipment is installed. (4/07)

#2) One route out of the area between Tk. 21 and Tks 24-25 is the Annex boiler room, however, this door is frequently found blocked shut with a bolt from the inside. (4/07)

#3) Request for clarification of procedure for spill response at the diesel rack. (4/07)

Suggestion Box Items:

Accidents and Near Misses:

New Business:

McCall Oil Safety Committee: 5/16/07 Meeting and Marine Terminal

Walkthrough:

Members Present:

Tom Azevedo, Ted McCall, Pat Turpen, Curt Francis, Craig Deardorff, Charlie Finger

Old Business:

#1) Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.

Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.

Status: Ted M. is working on this. (7/06) McCoy Electric is going to be brought in special (Tsunami style) alarms to test their effectiveness. These worked as intended.

The Fire Marshall was met with, and has given input. (1/07)

McCoy Electric and BestTel have come in and planned a system using the phones. (2/07)

This plan has been completed, and in the next thirty days should be implemented as the equipment is installed. (6/07)—updated.

#2) Request for clarification of procedure for spill response at the diesel rack. (4/07)

Response: This is done, and needs to be distributed. (6/07)

#3) All totes and drums by the fence (at the marine terminal) must be labeled, even if empty, unless the container has been cleaned and triple-rinsed. (5/07) Response: This is almost done and needs to be taken care of. (6/07)

#4) The electric room attached to the printer room at the diesel rack needs to be cleaned out, as there cannot be items stored too close to the breaker boxes. (5/07) Response: This has been done, and the areas around the breaker boxes will be marked off. (6/07)

Suggestion Box Items:

#1) The Marine Terminal Boiler blowdown tank has been cracked for some time now, causing very hot water to spray the area when the tank is full. (6/07) Response: This has recently been repaired.

#2) The rear loading arm on the non-scale side of the asphalt rack does not operate correctly. The hydraulic controls are faulty, causing it to stay in motion when directed to raise or lower. (6/07) Response: The parts are on order and will be installed as soon as they arrive.

Accidents and Near Misses:

#1) A driver at the asphalt rack left the front ramp (on the scale side) down after loading. He then drove away, hitting the ramp with his trailer. No damage to the ramp, but tore his ladder off. (6/07) No way to prevent this, other than for drivers to pay more attention to their surroundings and not to skip steps in the loading process.

#2) A truck at the asphalt rack is believed to have struck the rear loading ramp (on the scale side), breaking a weld on the support bracket. The culprit was not found. (6/07)

New Business:

#1) The wet truck policy was reviewed and several suggestions were made. This will be typed up and given to Ted McCall when it is ready. (6/07)

#2) There needs to be a meeting to add another permanent member to the safety committee. In the interim, a back-up has filled in. (6/07)

Ongoing and Unchanged (Procedures and Notes):

#1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)

#2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)

#3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)

#4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)

#5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)

#6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)

#7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (12/06)

#8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)

#9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)

#10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs.

The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2007, this would include: 6/20/07, 7/18/07, 8/15/07, 9/19/07, 10/17/07, 11/21/07 and 12/19/07.

Walkthroughs are quarterly. The next one is Aug., 2007 and will be of the Asphalt Plant.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

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1 copy: Ron Brown

1 copy: Ted McCall

1 copy: Pat Turpen

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

Ted McCall

From: Ted McCall [ted@mccalloil.com]
Sent: Wednesday, September 19, 2007 1:30 PM
To: 'Ron Brown'
Cc: 'Jim Charriere'; 'tom@mccalloil.com'
Subject: Safety Meeting 9/19

Ron,

The safety meeting went well today. Curt was a little late due to rack activity but other than that the mood was good. The committee did not make any changes to the evacuation plan. Once the ramp is installed let's walk through the following:

- Siren Procedures and when we train employee's
- Discuss phone system
- Discuss actual emergency buttons to signal system
- Date for full scale implementation (Let me know.)

Nothing was in the suggestion box this week. No near misses. Katy in the lab cut her finger and Vicki got dehydrated last week.

Items from the August meeting that did not get completed:

- Grating at the sump on the dock.

New Business:

Asphalt Rack Office: Have a sign made on the inside of the door warning operators and others of passing truck. Operator's discussed driver approaching the rack a higher speeds than normal. Let's keep on eye out on the speed and warn drivers when necessary.

Environmental:

Make sure parked truck on vacant land have spill pans under engines.

Give me a call to discuss the email and the drill for next week.

Ted

9/19/2007

Row: Do we have alternative emergency buttons.

• Dock opening.

1. Operating system: Employees

2. Sequence in loading rock

3. Spray for dust. office.

McCall Oil Safety Committee: 9/19/07 Meeting

Members Present:

Old Business:

- OK #1) Emergency Evacuation Program Request. McCall Oil needs an Emergency Evacuation Program, especially taking into account two likely/possible events: Fire and Earthquake. Evacuation drills should be performed occasionally.
Solution: The Risk Manager will be given the information attached (from the Red Cross website, regarding disaster preparedness for business and industry) to this request.
Status: Ted M. is working on this. (7/06) McCoy Electric is going to brought in special (Tsunami style) alarms to test their effectiveness. These worked as intended.
The Fire Marshall was met with, and has given input. (1/07)
McCoy Electric and BestTel have come in and planned a system using the phones. (2/07)
This plan has been completed, and in the next thirty days should be implemented as the equipment is installed.
Lockboxes (Real estate type) have been installed at key gates.
Most of the equipment is installed and tested, only needs to be completed.
(8/07)—updated.
- ? #2) The wet truck policy was reviewed and several suggestions were made. This has been typed up and given to Ted McCall, who will review it. (6/07)
- ? #3) There needs to be a meeting to add another permanent member to the safety committee. In the interim, a back-up has filled in. (6/07)
- ? #4) One person stepped into the sump at the dock, as the grating doesn't cover all of the area around the pipes. Solution: Cut new grating to fit the area better. (8/07)
- OK #5) (Asphalt tank farm, behind TK.21) There is a hole by the orange-handled valve that blocks the rail line from the transfer line. This should be filled in. Also, the steam line in that area should be insulated to prevent burns. (8/07)

Suggestion Box Items:

NONE

Accidents and Near Misses:

LNB - Katy got hand burned slightly.

Vicki → Defog dustion

New Business:

October 15, 2007

The recent injuries suffered to my left leg have raised some questions I believe the safety committee can address.

First and foremost is the lack of a light duty policy. Fortunately this is something that seldom happens, however, I believe some guidelines should be in place. I am confident there is information to be had that can assist in establishing this policy. One suggestion is to involve the injured employee in what physical tasks can and cannot be accomplished, as well as what care and supplies would be required during the work day.

This is not the first time I have been injured working alone on a ladder. Is this a safe and prudent policy to have in effect? Would it not be a better safety policy to have a spotter, another set of hands to assist?

*- Get a spotter if appropriate/needed.
especially if on unsecured ladder*

I am rather confused about having to fill out the workers comp. Forms. These forms appear to be more the domain of management than employee. The safety committee minutes make it appear to me, that an incident report should be filled out if the injury does not require immediate attention, instead of an 801. The 801 is what is used to open a claim. I know this form is not required to go for attention. As I said, I am rather confused.

*Teo will be looking into this w/ Liberty Northwest.
As to WHO fills it in and when*

Thank you for your consideration,

C.A. Finner

Finger

Workman's Comp./OSHA has info on Lt. Duty policies.

Company Policy has been to customize a "Light Duty" Term of to the situation (specific - employee, specific - injury, to fit within Doctor's Guidelines for that etc.) injury.

Tks 15+16 Are unsafe to work on top of,

Occasionally, these need to be hand-gauged or the sidegauges repaired or such. When this happens A person has to climb the tank.

But, there is no hand-rail, ~~no~~ no kick plate and nowhere to tie a safety harness to.

Need hand-rail or at ^{least} ~~at least~~ a place to tie a harness

Morse Bros AND OAP Drivers are complaining
about THE Vapor Recovery System at the
ASPHALT Rack, Not Working like IT USE
to.

10/10/07
might be improved, CD worked on it, As in particular
Scale Side REAR
WAS plugged.
Filter should be checked soon

Arms - operations
Filter - OPS Managers

McCall Oil Safety Committee: 11/21 / 07 Meeting

Members Present:

Ted McCall, Ron Brown, Terri Zahler, Greg Lathrop, Craig Deardorff, Curt Francis.

Old Business:

#1) Emergency Evacuation kits will be placed in 5 key locations; The Lab, the Operations Office, the Marine Terminal Office, The dock and the Shop.. These kits will include flashlights and binders containing pertinent information, such as the evacuation plan map, and other necessary info.

Everyone is to be trained in the use of the evacuation sirens. (10/07)

An additional tab in this binder will include Injury response and First Aid. (11/07)

#2) In regards to which forms need to be filled out in the event of an injury:

Ted will be looking into this with Liberty Northwest, in regards to who fills out what and when. Currently, the priority is towards getting initial documentation quickly, while the evidence and information is fresh. (See Procedures and Notes, item 7) (10/07)

As per Liberty Northwest, the 801 is the correct form.

#3) Tanks 15&16 are unsafe to work on top of. Occasionally, these need to be climbed in order to hand-gauge these tank or do similar work. These tanks have no hand-rail or kick-plate.

Committee Response: We should add a hand-rail to these two tanks. (10/07)

Sam Sagura will be tasked with improving this area, starting with the cage at the top of the tank ladder and its' connection to the walkway above. (11/07)

Accidents and Near Misses:

None reported this month.

New Business:

None suggested this month.

Suggestion Box Items:

None reported this month.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2007, this would include: 12/19/07.

Walkthroughs are quarterly. The next one is Feb., 2008 and will be of the Marine Terminal.

1 copy: Committee Chairman

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1 copy: Bob McCall

Agenda

McCall Oil Safety Committee: 12/ 19 / 07 Meeting

Location: Marine terminal office, 11:30

Members Present:

Old Business:

#1) Emergency Evacuation kits will be placed in 5 key locations; The Lab, the Operations Office, the Marine Terminal Office, The dock and the Shop.. These kits will include flashlights and binders containing pertinent information, such as the evacuation plan map, and other necessary info.

Everyone is to be trained in the use of the evacuation sirens. (10/07)

An additional tab in this binder will include Injury response and First Aid. (11/07)

#2) Tanks 15&16 are unsafe to work on top of. Occasionally, these need to be climbed in order to hand-gauge these tank or do similar work. These tanks have no hand-rail or kick-plate.

Committee Response: We should add a hand-rail to these two tanks. (10/07)

Sam Sagura will be tasked with improving this area, starting with the cage at the top of the tank ladder and its' connection to the walkway above. (11/07)

Suggestion Box Items:

Accidents and Near Misses:

New Business:

McCall Oil Safety Committee: 12/ 19 / 07 Meeting

Members Present:

Ron Brown, Terri Zahler, Greg Lathrop, Curt Francis.

Old Business:

#1) Emergency Evacuation kits will be placed in 5 key locations; The Lab, the Operations Office, the Marine Terminal Office, The dock and the Shop.. These kits will include flashlights and binders containing pertinent information, such as the evacuation plan map, and other necessary info.

Everyone is to be trained in the use of the evacuation sirens. (10/07)

An additional tab in this binder will include Injury response and First Aid. (11/07)

#2) Tanks 15&16 are unsafe to work on top of. Occasionally, these need to be climbed in order to hand-gauge these tank or do similar work. These tanks have no hand-rail or kick-plate.

Committee Response: We should add a hand-rail to these two tanks. (10/07)

Sam Sagura will be tasked with improving this area, starting with the cage at the top of the tank ladder and its' connection to the walkway above. (11/07)

Accidents and Near Misses:

One operator was injured when he slipped stepping off of the walkway around Tank 5. Injuries were apparently limited to sprains or similar of the shoulder and elbow, and was not a time-loss injury.

New Business:

#1) First Aid classes will be scheduled in January for those that need it. (12/07)

#2) We will be getting more Lock-Out Tag-Out tags soon. (12/07)

Suggestion Box Items:

There was one note stating that the radios do not work properly, and that operators are occasionally unable to communicate with other operators via radio. If an operator is injured, they might find themselves unable to call for assistance. Suggestion: Replace or Refurbish the radios. (12/07)

Safety Committee Response: Whenever any radio is found to be defective, tag that radio and report it to your supervisor. Some radios have already been refurbished/repared and put back into service. Also, the operators are expected to carry cell phones as a secondary form of communication. (12/07)

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2008, this would include: 1/16/08, 2/20/08, 3/19/08, 4/16/08, 5/21/08, 6/18/08, 7/16/08, 8/20/08, 9/17/08, 10/15/08, 11/19/08, 12/17/08.

Walkthroughs are quarterly. The next one is Feb., 2008 and will be of the Marine Terminal.

1 copy: Committee Chairman

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1 copy: Ted McCall

1 copy: Terri Zahler

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 1/16/08 Meeting

Members Present:

Ted McCall, Tom Azevedo, Terri Zahler, Greg Lathrop, Curt Francis, Craig Deardorff.

Old Business:

#1) Everyone is to be trained in the use of the evacuation sirens. (10/07)

Tom Azevedo will be looking into getting this done. (1/08)

Old Business, Recently completed:

#1) Emergency Evacuation kits have been placed in 5 key locations; the Lab, the Operations Office, the Marine Terminal Office, the Dock Office and the Shop. These kits include flashlights and binders containing pertinent information, such as the evacuation plan map, and Injury response/ First Aid. (12/07)

#2) Tanks 15&16 are unsafe to work on top of. Occasionally, these need to be climbed in order to hand-gauge these tank or do similar work. These tanks have no hand-rail or kick-plate. Sam Sagura has improved this area, starting with the cage at the top of the tank ladder and its' connection to the walkway above. (1/08)

#3) First Aid classes have been taken in January by several who needed refresher courses. Ted will be arranging classes for the office personnel. (1/08)

#4) We received more Lock-Out Tag-Out tags. (1/08)

New Business:

#1) The TWIC card was brought up. Ted is looking into getting cashiers checks for folks who go down to the center to apply. Pre-enrollment online is recommended, in order to expedite the process, as well as scheduling an appointment beforehand. Be sure to print out your pre-enrollment receipt, and make sure to take the necessary ID with you. (1/08)

#2) Safety Committee classes are available online. This may be worth looking into, especially for those currently on the committee. (1/08)

#3) Railcars were reported to still be a problem, with some of them coming in with over-tightened bolts and leaking steam coils. These are primarily (but not exclusively) Exxon cars. (1/08)

Committee Response: Ted is interested in checking this out in greater detail, as Exxon is reported to not be taking care of this in a satisfactory manner. Also see notes below:

"If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, overly tightened dome bolts, bad steam connections, etc.)" Reporting and documenting specific railcars and their problems in a prompt manner is very helpful. (1/08)

#4) The plant radios were discussed. If getting them refurbished doesn't solve the problems that some of them have exhibited, then one possibility could be switching to a different type of radio. Nextel radios are an option.

Committee Response: Currently, a program is in place to test each radio to check for deficiencies and note them. This is done on Saturdays, when there are very few people using the system. If any radios malfunction on any other day, tag them (with a note describing the specific problem) and bring it to your supervisor's attention.

We have also purchased two new radios. (1/08)

Accidents and Near Misses:

None reported this month.

Suggestion Box Items:

None this month.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2008, this would include: 2/20/08, 3/19/08, 4/16/08, 5/21/08, 6/18/08, 7/16/08, 8/20/08, 9/17/08, 10/15/08, 11/19/08, 12/17/08.

Walkthroughs are quarterly. The next one is Feb., 2008 and will be of the Marine Terminal.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Ron Brown

1 copy: Ted McCall

1 copy: Terri Zahler

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 2/ 20 / 08 Meeting

Members Present:

Ted McCall, Terri Zahler, Greg Lathrop, Curt Francis, Tom Azevedo.

Old Business:

#1) Instructions on how to operate the emergency evacuation alarms have been posted at telephones throughout the facility. (2/08)

#2) Checks to pay for the TWIC card are expected to be issued soon (2/08)

#3) Safety Committee classes are available online. This may be worth looking into, especially for those currently on the committee. (2/08)

Accidents and Near Misses:

One person received an ankle injury on 2/20/08 and needed immediate medical attention. An investigation will be done. (2/08)

New Business:

#1) It has been suggested that the timer on the radio chargers be altered, as the plant radios are often not recharged when night shift arrives. (2/08)

#2) It has been suggested that MSDS information be attached to the company's website. Terri and Ted will be looking into this. (2/08)

#3) A sample-grabbing device would be helpful in getting samples from atop the bio-diesel trucks that come in. (2/08)

#4) The stairway between the pipeline shed and the MT tank farm has only one handrail and does not have non-skid tread. (2/08)

Suggestion Box Items:

None this month.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2008, this would include: 3/19/08, 4/16/08, 5/21/08, 6/18/08, 7/16/08, 8/20/08, 9/17/08, 10/15/08, 11/19/08, 12/17/08.

Walkthroughs are quarterly. The next one is May, 2008 and will be of the Asphalt Plant.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Ron Brown

1 copy: Ted McCall

1 copy: Terri Zahler

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 3/ 19 / 08 Meeting

Members Present:

Ted McCall, Terri Zahler, Greg Lathrop, Curt Francis, Tom Azevedo.

Old Business:

#1) The stairway between the pipeline shed and the MT tank farm has only one handrail and doesn't have non-skid tread. (2/08) Sam has built a 2nd handrail on the stairs. (3/08)

#2) Safety Committee classes are available online. This may be worth looking into, especially for those currently on the committee. (2/08)

Accidents and Near Misses:

One person received an ankle injury on 2/20/08 and needed immediate medical attention. An investigation was done later. (2/08)

The injury was a Severe Sprain of the Rt. Ankle and occurred at the Diesel Rack, where the concrete and asphalt meet at approximately a 1" lip. The injured person was carrying two boxes and rolled his ankle. Medical attention was sought thereafter and this was a time-loss injury.

Possible solutions to this trip hazard include putting down a patch at the spot and smoothing it. (3/08)

New Business:

None.

Old Business, Recently Completed:

#1) Instructions on how to operate the emergency evacuation alarms have been posted at telephones throughout the facility. (2/08)

#2) Checks to pay for the TWIC card have been issued individually upon as those who pay for the TWIC bring back receipts (3/08)

#3) It has been suggested that the timer on the radio chargers be altered, as the plant radios are often not recharged when the night shift arrives. (2/08)
This has been done. (3/08)

#4) It has been suggested that MSDS information be attached to the company's website. Terri and Ted will be looking into this. (2/08) It has been decided that this is not needed. (3/08)

#5) A sample-grabbing device would be helpful in getting samples from atop the bio-diesel trucks that come in. (2/08) This has been constructed and placed at the Biodiesel off-load pump. (3/08)

Suggestion Box Items:

None this month.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2008, this would include: 4/16/08, 5/21/08, 6/18/08, 7/16/08, 8/20/08, 9/17/08, 10/15/08, 11/19/08, 12/17/08.

Walkthroughs are quarterly. The next one is May, 2008 and will be of the Asphalt Plant.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Ron Brown

1 copy: Ted McCall

1 copy: Terri Zahler

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 4/ 16 / 08 Meeting

Members Present:

Ted McCall, Terri Zahler, Greg Lathrop, Curt Francis, Tom Azevedo, Craig Deardorff.

Old Business:

#1) The stairway between the pipeline shed and the MT tank farm has only one handrail and doesn't have non-skid tread. (2/08) Sam has built a 2nd handrail on the stairs. (3/08) A concrete step has also been added to the base of the stairs, on the tank farm side. (4/08)

#2) Safety Committee classes are available online. This may be worth looking into, especially for those currently on the committee. (2/08)

Accidents and Near Misses:

#1) One operator had a near-fall when his jacket caught on the railing on the stairs on Tk.33. He almost fell down the stairs. This railing has been modified to help prevent this from occurring again. (4/08)

New Business:

#1) A mercury spill kit has been obtained by the lab, so that any mercury (from broken thermometers, etc.) can be properly contained and disposed of. (4/08)

#2) Some of the product valves on the unloading arms at the rail spur are in bad shape, requiring cheater bars in order to operate. This could be a risk of back injury and is most prominent at spots 1101-3 and 1101-2.

Suggestion Box Items:

#1) Question: "Why isn't someone from the office represented in the safety committee?"
Committee response: As always, anyone is welcome to come to the meetings and voice their concerns. Ted will look into seeing if there are any volunteers from Marketing.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

The 5/21/08 meeting will be held at the Operations Office (bldg.1), because of the Asphalt Plant Walkthrough.

For 2008, this would include: **5/21/08**, 6/18/08, 7/16/08, **8/20/08**, 9/17/08, 10/15/08, **11/19/08**, 12/17/08.

Walkthroughs are quarterly. The next one is May, 2008 and will be of the Asphalt Plant.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office	1 copy: Terri Zahler
1 copy: Notebook in Operations Office	1 copy: Maintenance Dept.
1 copy: Ron Brown	1 copy: Jim Charriere
1 copy: Ted McCall	1 copy: Bob McCall

McCall Oil Safety Committee: 5/ 21 / 08 Meeting (and Asp. Plant Walkthrough)

Old Business:

#1) Some of the product valves on the unloading arms at the rail spur are in bad shape, requiring cheater bars in order to operate. This could be a risk of back injury and is most prominent at spots 1101-3 and 1101-2.

Response: These two valves have been replaced. If any others get bad, report them.

Suggestion Box Items:

#1) Brakes on company pickup (blue Ford diesel) are bad. This needs to be addressed.

Response: This truck has been sold and replaced with a new truck, so any defects with the blue truck are no longer an issue. (5/08)

#2) Product valve at the unloading arm at rail spot 1102-3 is bad and should be the next one replaced.

Response: An extra-long valve handle has been fabricated for now, and new valves may be on the way soon. (5/08)

Accidents and Near Misses:

None reported this month.

New Business:

None.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

The 5/21/08 meeting will be held at the Operations Office (bldg.1), because of the Asphalt Plant Walkthrough.

For 2008, this would include: 6/18/08, 7/16/08, **8/20/08**, 9/17/08, 10/15/08, **11/19/08**, 12/17/08.

Walkthroughs are quarterly. The next one is August, 2008 and will be of the Marine Terminal.

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1 copy: Terri Zahler

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 6/ 18 / 08 Meeting

Members present:

Craig Deardorff, Terri Zahler, Curt Francis, Ted McCall

Old Business:

#1) Product valve at the unloading arm at rail spot 1102-3 is bad and should be the next one replaced.

Response: This valve has been replaced and another spare valve is on-site. (6/08)

Suggestion Box Items:

None this month.

Accidents and Near Misses:

One operator received a large burn on his right forearm when working at the railspur, hooking up a railcar. The belly cap slipped from his hands and poured hot asphalt down the inside of his sleeve. (6/08)

Committee Response: The longer, gauntlet-style gloves are recommended for use at the rail spur, as they will protect your wrist and forearm better.

For dealing with an asphalt burn:

Cool the area immediately, using cold water.

In the case of a serious burn, seek medical treatment immediately. Dial 911 or the Oregon Burn Center, at Emanuel Hospital 503-413-4232.

According to the Asphalt Pavement Association of Oregon, do not attempt to remove the asphalt from the skin, as natural separation will occur in 48-72 hours.

Some sources report success at removing asphalt from the skin using mineral oil, baby oil, mayonnaise, butter, sunflower oil or Neosporin. Caution is advised when using solvents to remove asphalt from the skin, as harsh chemicals could be hazardous or toxic when applied to a burn.

New Business:

None this month.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg.#10), unless otherwise stated.

For 2008, this would include: 6/18/08, 7/16/08, **8/20/08**, 9/17/08, 10/15/08, **11/19/08**, 12/17/08.

Walkthroughs are quarterly. The next one is August, 2008 and will be of the Marine Terminal.

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1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 7/ 16 / 08 Meeting

Members present:

Craig Deardorff, Curt Francis, Tom Azevedo, Jim Charriere

Old Business:

None.

Suggestion Box Items:

1 note: ((There have been two near misses involving operators cutting into pipe that had live electrical wires. Results could have been fatal. Issue should be addressed.))

In one instance, an operator cutting out an unused section of pipe cut completely through the pipe and partially into the next, which had live electrical wires inside.

This was due to improper cutting technique. Always be aware of your backstop.

In another instance, an operator cut into a live conduit that was marked for removal, resulting in sparks. This should have been prevented by testing the line before cutting into it, and better communication needs to be in place. If in doubt, contact your manager.

Accidents and Near Misses:

(See Above)

New Business:

Some of the interior windows in the Marine Terminal office may be single-strength. If so, they should be replaced with a stronger grade. (7/08)

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg. #10), unless otherwise stated.

For 2008, this would include: 6/18/08, 7/16/08, **8/20/08**, 9/17/08, 10/15/08, **11/19/08**, and 12/17/08.

Walkthroughs are quarterly. The next one is August, 2008 and will be of the Marine Terminal.

1 copy: Committee Chairman

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1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

8/00/08

McCall Oil Safety Committee: 8/ 20 / 08 Meeting and Marine Terminal Walkthrough.

Members present:

Old Business:

Some of the interior windows in the Marine Terminal office may be single-strength. If so, they should be replaced with a stronger grade. (7/08)

→ Jim

Suggestion Box Items:

Safety form → Craig / Kurt

Accidents and Near Misses:

Ron →

New Business:

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
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- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
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- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg. #10), unless otherwise stated.

For 2008, this would include: 9/17/08, 10/15/08, **11/19/08**, and 12/17/08.

Walkthroughs are quarterly. The next one is August, 2008 and will be of the Marine Terminal.

1 copy: Committee Chairman

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1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

**McCall Oil
Safety Committee Meeting
Minutes**

August 20, 2008
11:30 am

Members present:

Greg Lathrop, Katy York, Ted McCall, and Terri Zahler.

Old Business:

Two of the interior windows in the Marine Terminal office are single strength.

Suggestion Box Items:

A new outline for the minutes kept for the Safety Meetings.
An example was given of Petro Chem. Insulation's Safety Meeting Minutes.

Accidents and Near Misses:

A man hole cover fell on Ron Brown's foot a couple weeks ago.
A truck boiled over on the Kitteridge Bridge. No one was injured.

New Business:

Discuss new Safety Committee Minutes Outline at next meeting.

Meeting adjourned at 12:30 pm

**McCall Oil
Safety Committee Meeting
Minutes**

August 20, 2008
11:30 am

Meeting times and locations

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs.

The regular location is at the Marine Terminal office building (bldg. # 10). Unless Otherwise stated.

For 2008, this would include: 6/18/08, 7/16/08, **8/20/08, 9/17/08**, 10/15/08, **11/19/08**, and 12/17/08.

Walkthroughs are quarterly. We did not have one in August. The next one is September 2008 and will be of the Marine Terminal.

1 copy: Committee Chairman
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1 copy: Terri Zahler

1 copy: Bob McCall
1 copy: Ted McCall
1 copy: Maintenance Dept.
1 copy: Jim Charriere

McCall Oil

Ongoing and Unchanged Procedures and Notes

- 1) If railcars are in poor condition, report it to Ron Brown in detail.
Example: leaky belly valve, overly tightened dome bolts, bad steam connections.
(3/06)
- 2) Any tools or equipment that is in poor condition should be reported to your Supervisor.
It will be repaired or replaced if necessary. (3/06)
- 3) If welding near a flammable or combustible material, have a second person nearby to act as fire watch. (3/06)
- 4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- 5) If a driver at the asphalt rack violates safety policies, non-compliance violation forms should be filled out and turned in. (8/03)
- 6) No electrical work will be performed in the plant unless that work will pass code. If in doubt, contact your Supervisor.
- 7) After an injury, even if it is not a loss time injury, fill out a form 801 (but do not sign).
It is located next to the copier in the Operations Office (bldg #1)
Injury reporting should be done while the incident is still fresh in the minds of all involved. If a doctor sees you and it becomes a claim, it can be signed later. (Which makes it official). (11/07)
- 8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so these practices stop. (2/07)
- 9) Harnesses should be worn when working atop any of the product tanks in the facility.
(3/07)
- 10) There will be two persons in the boat if booming, working over the side, or at night.

McCall Oil Safety Committee: 9/ 17 / 08 Meeting and Marine Terminal Walkthrough.

Members present:

Curt Francis, Tom Azevedo, Craig Deardorff, Tim Connelly

Old Business:

Two of the interior windows in the Marine Terminal office are single-strength, and they should be replaced with a stronger grade. (7/08)

Suggestion Box Items:

A copy of PetroChem Insulation's Safety Minutes was given as an example of minutes for impromptu safety meetings, also known as "Toolbox Meetings". These meetings are spur of the moment, rather than on a regular, scheduled basis. Usually prompted by working at a new jobsite or when conditions at the jobsite change. These can also be done as an immediate response to an accident or near-miss. A version of this document will be typed up and made available for use. (9/08)

Accidents and Near Misses:

None Reported this month.

New Business:

- 1) Walkthrough of Marine Terminal done. No major deficiencies noted.
- 2) See Suggestion Box.

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg. #10), unless otherwise stated.

For 2008, this would include: 9/17/08, 10/15/08, **11/19/08**, and 12/17/08.

Walkthroughs are quarterly. The next one is August, 2008 and will be of the Marine Terminal.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Ron Brown

1 copy: Ted McCall

1 copy: Terri Zahler

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 10/ 15 / 08 Meeting.

Members present:

Curt Francis, Tom Azevedo, Craig Deardorff, Terri Zahler, Greg Lathrup

Old Business:

- 1) Two of the interior windows in the Marine Terminal office are single-strength, and they should be replaced with a stronger grade. (7/08)
- 2) A copy of PetroChem Insulation's Safety Minutes was given as an example of minutes for impromptu safety meetings, also known as "Toolbox Meetings". These meetings are spur of the moment, rather than on a regular, scheduled basis. Usually prompted by working at a new jobsite or when conditions at the jobsite change. These can also be done as an immediate response to an accident or near-miss. (9/08) A version of this document has been typed up and is available for use, located in the box directly above the Safety Suggestion box. (10/08)

Suggestion Box Items:

None this month.

Accidents and Near Misses:

One operator was reported to have sustained a minor burn on his hand while insulating product lines. Caution (and gloves) is advised while working around steam tracing lines.

New Business:

One driver was seen not wearing proper personal protective equipment at the asphalt rack. If drivers attempt to circumvent any of the rack procedures, then they must not be allowed to operate equipment in an unsafe fashion. Notify your supervisor if a driver refuses to follow safety procedures and fill out a Non-Compliance Loading Procedures form, available at the loading rack.

It might also be time to send out a reminder of the safety policies (including wet truck procedures) to our customers. (10/08)

Ongoing and Unchanged (Procedures and Notes):

- #1) If railcars are in poor condition, report them to Ron Brown, preferably in detail as to the nature of the problem. (Leaking belly valve, Overly tightened dome bolts, bad steam connections, etc.)(3/06)
- #2) Any tools or equipment that is in poor condition should be reported to your supervisor, so that they can be repaired or replaced if necessary. (3/06)
- #3) If welding near a flammable or combustible material, be sure to have a second person nearby to act as fire watch. (3/06)
- #4) Inexperienced drivers/driver trainees at the asphalt rack need to be supervised. (6/03)
- #5) When Drivers at the asphalt rack violate safety policies, non-compliance violation forms need to be filled out and turned in. (8/03)
- #6) No electrical work can be done in the plant unless that work will pass code. If in doubt, contact your supervisor. (11/06)
- #7) After an injury, even if not a time-loss injury, fill out (but do not sign) a Form 801, which is located by the copier in the Operations Office (Bldg.1). If it turns out to be needed, (such as when you see a doctor and it becomes a claim) it can be signed later, (which makes it official) but injury reporting needs to be done while the incident is still fresh in the minds of all involved. (updated 11/07)
- #8) Anyone driving in an unsafe manner (reckless, fast, etc.) will need to be identified and corrected so that these practices stop. (2/07)
- #9) Harnesses should be worn when working atop any of the product tanks in the facility. (3/07)
- #10) There will be two persons in the boat if booming, working over the side or at night.

Meeting Times / Location:

Regular meetings are scheduled for the third Wednesday of each month at 1130 hrs. The regular location is at the Marine Terminal office building (bldg. #10), unless otherwise stated.

For 2008, this would include: 11/19/08, and **12/17/08**.

Walkthroughs are quarterly. The next one is December, 2008 and will be of the Asphalt Plant.

1 copy: Committee Chairman

1 copy: Bulletin Board-Operations Office

1 copy: Notebook in Operations Office

1 copy: Ron Brown

1 copy: Ted McCall

1 copy: Terri Zahler

1 copy: Maintenance Dept.

1 copy: Jim Charriere

1 copy: Bob McCall

McCall Oil Safety Committee: 2/18/09 Meeting Agenda.

(Meeting location at the Marine Terminal, 11:30AM.)

Members present:

Old Business:

- 1) Two of the interior windows in the Marine Terminal office are single-strength, and they should be replaced with a stronger grade. (7/08) Calls have been made to get this taken care of. (1-09)
- 2) Insulation to be installed on steam lines from the wall to and from the reclaimer. (1-09) *This has been completed (2/09)*
- 3) There is a trash can that keeps getting moved in front of one of the exits (in the MT lunchroom) from the boiler room. This needs to stay away from the door, so that the boiler room can be exited quickly, should there be a need. (1-09)
- 4) We should look into finding out what the proper safe-room is between the methanol railcars and open flames, particularly when unloading. (1-09)

Suggestion Box Items:

Accidents and Near Misses:

New Business:

- 1) Discuss moving dates of Safety Committee meetings from Wednesdays to Tuesdays.